

Glossary

Section I Abbreviations

AA

Active Army

AAA

Army Audit Agency

AAE

Army Acquisition Executive

AAFES

Army and Air Force Exchange Service

AAO

Authorization Acquisition Objective

ABO

Army Budget Office

AC

Active Component

ACOCS

Army Customer Order Control System

ACP

Asset Capitalized Program

ACR

Accounting Clearance Record

ACRN

Accounting Classification Reference Number

AD

Active Duty

ADP

Automatic Data Processing

ADPE

Automatic Data Processing Equipment

ADT

Active Duty For Training

A&E

Architect-Engineer

AECA

Arms Export Control Act

AFAFO

Air Force accounting and finance office

AFAO

Approved Force Acquisition Objective

AFARS

Army Federal Acquisition Regulation Supplement

AFCENT

Allied Forces Central Europe

AFCR

Automated Financial Control Register

AFH

Army Family Housing

AFSAT

Air Force Security Assistance Training

AGC

Army General Counsel

AGR

Active Guard Reserve

AICP

Army Internal Control Program

AID

Agency for International Development

AIT

Advanced Individual Training

ALC

Agency Location Code

AM

Augmentation and Modernization

AMC

Army Materiel Command

AMCSS

Army Military Clothing Sales Store

AMDF

Army Master Data File

AMEDD

Army Medical Department

AMIM

Army Modernization Information Memorandum

AMS

Army Management Structure

AMSCO

Army Management Structure Code

ANRC

American National Red Cross

AO

Accounts Office

AOB

Annual Operating Budget

AOR

Accumulated Operating Results

APA

Army Procurement Appropriation

APARS

Army Procurement and Accounting Reporting System

APC

Account Processing Code

APF

Appropriated Funds

APO

Army/Air Force Post Office

AR

Army Regulation

A/R

Accounts Receivable

A&R

Analysis and Reconciliation

ARA

Automatic Reimbursement Authority

ARCOM

Army Reserve Command

ARNG

Army National Guard

ARP

Appropriation Reimbursement Program

ARPERCEN

Army Personnel Center

ASA(FM)

Assistant Secretary of the Army for Financial Management

ASA(RDA)

Assistant Secretary of the Army (Research, Development, and Acquisition)

ASBCA

Armed Services Board of Contract Appeals

ASD(C)

Assistant Secretary of Defense (Comptroller)

ASD(ISA)

Assistant Secretary of Defense(International Security Affairs)

ASD(P&L)

Assistance Secretary of Defense (Production & Logistics)

ASN

Allotment Serial Number

AT

Annual Training

ATM

Automatic Teller Machine

AV

Aviation

AWOL

Absent Without Leave

BAC

Billing Advice Code

BAQ

Basic Allowance for Quarters

BASOPS

Base Operations

BDE

Business Development Expense

BEARD

Budget Execution Accounting and Reporting Division

BEQ

Bachelor Enlisted Quarters

BES

Budget Estimate Submission

BGFO

Bureau of Government Financial Operations

BIP

Budget Increment Package

BLIN
Budget Line Item Number

BMAR
Backlog of Maintenance and Repair

BOA
Basic Ordering Agreements

BOAC
Billed Office Address Code

BOD
Basic Ordering Document

BOE
Blanket Open End

BOP
Beginning of Period

BOQ
Bachelor Officer Quarters

BOS
Base Operations Support

BP
Budget Project

BPA
Blanket Purchase Agreement

BPN
Budget Project Number

BRAC
Base Realignment and Closure

BSC
Billing Status Code

BSN
Basic Symbol Number

CA
Commercial Accounts

CAMUS
Commitment Accounting for Management of Unit Supplies

CAO
Central Accounting Office

CAP
Capital Asset Program

CAPS

Commercial Accounts Processing System

CAS
Contract Administrative Services

CASB
Cost Accounting Standards Board

CATV
Cable Television

CAWCF
Conventional Ammunition Working Capital Fund

CBS-X
Continuing Balance System - Expanded

CC
Cost Code

CCA
Contract Commitment Authority

CCSS
Commodity Command Standard System

CDN
Claims Disposition Notice

CE
Communications-Electronics

CER
Command Expenditure Report

CFI
Cumulative From Inception

CFO
Chief Financial Officer

CFR
Code of Federal Regulations

CFS
control field services

CFY
current fiscal year

CG
Coast Guard

CHAMPUS
Civilian Health & Medical Program of the Uniformed Services

CI

Civilian Internee

CIC
Content Indicator Code

CID
Criminal Investigation Division

CIIP
Clothing Initial Issue Point

CINFARS
Command Integrated Financial Accounting and Reporting System

CIP
Construction in Progress

CLSSA
Cooperative Logistics Supply Support Arrangement

CM
Code Manager

CMA
Centrally Managed Allotment

CN
Canadian

COA
Comptroller of the Army

COB
close of business

COCO
Contractor Owned, Contractor Operated

COCP
Customer Order Control Point

COD
Cash On Delivery

COE
Corps of Engineers

COEMIS
Corps of Engineers Management Information System

Comp Gen
Comptroller General

CONUS
Continental United States

COR

Contracting Officer Representative

COT
customer order type

COTS
Consecutive Overseas Tours

CP
Customer Peculiar Item

CPO
Civilian Personnel Office

CPR
Civilian Personnel Regulation

CPU
Central Processing Unit

Cr
Credit

CRA
Continuing Resolution Authority

CRISPS
Consolidated Return Item Stop Pay System

CSA
Chief of Staff of the Army

CSITP
combined strategic intelligence training program

CSR
Civil Service Retirement

CSRDF
Civil Service Retirement Disability Fund

CSRS
Civil Service Retirement System

CV
Collection Voucher

CWF
Civilian Welfare Fund

CY
Current Year

DA
Department of the Army

DAAS
Defense Automatic Addressing System

DAB
Director of the Army Budget

DACS
Department of the Army Chief of Staff

DAIG
Department of the Army Inspector General

DAO
Defense Accounting Office

DAR
Daily Activity Report

DAS
Daily Advice of Status

DASA(AB)
Deputy Assistant Secretary of the Army for Army Budget

DASA(FO)
Deputy Assistant Secretary of the Army for Financial Operations

DBA
Database Administrator

DBOF
Defense Business Operations Fund

DBOF-DMA
Defense Business Operations Fund-Depot Maintenance Army

DBOF-SMA
Defense Business Operations Fund-Supply Maintenance Army

DBR
Detail Billing Record

DC
Direct Cite/citation

DCAA
Defense Contract Audit Agency

DCMAO
Defense Contract Management Area Office

DCMO
Defense Contract Management Office

DCRM
Defense Check Reconciliation Module

DCSLOG
Deputy Chief of Staff for Logistics

DCSOPS
Deputy Chief of Staff for Operations and Plans

DCSPER
Deputy Chief of Staff for Personnel

DCSRM
Deputy Chief of Staff for Resource Management

DDN
Defense Data Network

DECA
Defense Commissary Agency

DEH
Director of Engineering and Housing

DELMARS
Data Element Management/Accounting Reporting System

DERA
Defense Environmental Restoration Activities

DESCOM
Depot System Command

DFARS
Defense Federal Acquisition Regulation Supplement

DFAS
Defense Finance and Accounting Service

DFAS-IN
Defense Finance and Accounting Service - Indianapolis Center

DFSC
Defense Fuel Supply Center

DHP
Defense Health Program

DIADS
DSAA IMET Allocation Database System

DIAO
Defense Intermediate Accounts Office

DIC
Document Identifier Code

DIFS
Defense Integrated Accounting System

DIPEC
Defense Industrial Plant Equipment Center

DISAM
Defense Institute for Security Assistance
Management

DISCON
Discrepancy In Shipment Confirmation

DISREP
Discrepancy In Shipment Report

DIT
Deposits In Transit

DITY
Do-It-Yourself

DJMS
Defense Joint Military Pay System

DLA
Defense Logistics Agency

DLIELC
Defense Language Institute English Language Center

DLR
Deport Level Repairable

DM
Deutsch Mark

DMDB
Depot Maintenance Data Bank

DMDC
Defense Manpower Data Center

DMET
Defense Management Education Training

DMISA
Depot Maintenance Inter-service Support Agreement

DMTA
Depot Maintenance Technical Assistance

DNL
Debt Notification Letter

DO
Disbursing Office

DoD

Department of Defense

DODAAC
Department of Defense Activity Address Code

DODAAD
Department of Defense Activity Address Directory

DODDS
Department of Defense Dependent Schools

DOIM
Director of Information Management

DOJ
Department of Justice

DOL
Director of Logistics

DOS
Department of State

DOV
Disbursing Officer Voucher

DPCA
Director of Personnel and Community Activities

DPDA
Defense Property Disposal Agency

DPDO
Defense Property Disposal Office

DPDS
Defense Property Disposal Service

DPS
Defense Printing Service

DPSC
Defense Personnel Support Center

DPTM
Director of Plans, Training, and Mobilization

DPSC
Defense Personnel Support Center

DPW
Directorate of Public Works

Dr
Debit

DRM
Director of Resource Management

DRMO
Defense Reutilization and Marketing Offices

DRMS
Defense Reutilization Marketing Service

DRN
Document Reference Number

DSAA
Defense Security Assistance Agency

DSC
Delivery Source Code

DSN
Defense Switched Network

DSSN
Disbursing Station Symbol Number

DSU
Direct Support Unit

DTS
Defense Transportation System

DTTPM
Domestic Technology Transfer Program Manager

DTUOL
Daily Tax Update Output Listing

DV
Distinguished Visitor

E-MAIL
Electronic-mail

EA
Expenditure Authority

EAD
Expenditure Authorization Document

EAID
Expenditure Authorization Issue Document

EBCDIC
Extended Binary-Coded Decimal Interchange code

ECP
Engineering Change Proposal

ECP-S
Engineering Change Proposal - Software

EDA

Excess Defense Articles

EDI
Electronic Data Information

EDP
Electronic Data Processing

EEA
European Executive Agency

EEO
Equal Employment Opportunity

EFT
Electronic Funds Transfer

EIN
Employer Identification Number

EIP
Early Intervention Program

ELT
English Language Training

EOM
End of Month

EOP
End of Period

EOR
Element Of Resource

EPW
Enemy Prisoner of War

ES
Emergency Support

ESF
Economic Support Fund

ESO
Education Services Officer

ESP
Emergency and Special Program

EST
Eastern Standard Time

ET
Elapsed Time

ETSS
Extended Training Services Specialists

EXA
Executive Agent

F&A
Finance and Administrative

FAA
Federal Aviation Administration

FAD
Funding Authorization Document

FAO
Finance and Accounting Office

FAR
Federal Acquisition Regulation

FAS
Fund Allowance System

FAX
Facsimile

FC
Fund Code

FCA
Functional Cost Account

FCF
Foreign Currency Fluctuation

FCFA
Foreign Currency Fluctuation Account

FCFCD
Foreign Currency Fluctuation Construction, Defense

FCFP
Foreign Currency Fluctuation Program

FEGLI
Federal Employees Group Life Insurance

FEHB
Federal Employees Health Benefit

FEHBA
Federal Employees Health Benefit Act

FEHBP
Federal Employees Health Benefit Program

FEMA
Federal Emergency Management Agency

FERS

Federal Employees Retirement System

FET
Federal excise tax

FFMIP
FMS Financial Management Improvement Program

FHA
Federal Housing Authority

FHMA
Family Housing Management Account

FIA
Financial Inventory Accounting

FICA
Federal Insurance Contributions Act

FICS
FMS Interface Control System

FMF
Foreign Military Financing

FMFIA
Financial Managers' Financial Integrity Act

FMIP
Financial Management Improvement Program

FMP
Financial Management Plan

FMS
Foreign Military Sales

FMSIA
Financial Management System Integration Agency

FMSO
Foreign Military Sales Order

FMT
Foreign Military Trainees

FMV
Fair Market Value

FOB
Free On Board or Freight On Board

FORSCOM
Forces Command

FPM
Federal Personnel Manual

FPO
Fleet Post Office

FRA
Funded Reimbursement Authority

FRB
Federal Reserve Bank

FRG
Federal Republic of Germany

FSC
Federal supply classification

FSG
Finance Support Group

FSN
Fiscal Station Number

FST
Forward Support Team

FSU
Finance Support Unit

FT
Federal Telecommunications

FTM
Full Time Manning

FTP
File Transfer Protocol

FTTD
Full time Training Duty

FTS
Field Training Service

FY
Fiscal Year

FYDP
Future Years Defense Program

FYTD
Fiscal Year-To-Date

GAAP
Generally Accepted Accounting Principles

GAE
General Administration and Expenses

GAO
General Accounting Office

G&A
General and Administrative

GBL
Government bill of lading

G&E
General and Administrative Expense

GEBA
Government Excess Baggage Authorization

GFE
Government furnished equipment

GFM
Government furnished materiel

GFOQ
General/Flag Officers Quarters

GFP
Government furnished property

GL
General Ledger

GLAC
General Ledger Account Code

GLI
Group Life Insurance

GLTB
General Ledger Trial Balance

GMT
Government meal ticket

GOA
General Operating Agency

GOCO
Government-owned, contractor-operated

GOCOM
General Officer Command

GOGO
Government-Owned, Government-Operated

GPLD
Government Property Lost or Damaged

GPO

Government Printing Office

GPP

Government Provided Property

GRHP

Government Rental Housing Program

GS

General Schedule

GSA

General Services Administration

GSU

General Support Unit

GTR

Government Transportation Request

GTS

Government Travel System

HA

Homeowners Assistant Program

HBA

Health Benefits Advisor

HHG

Household Goods

HOR

Home of Record

HOS

Home of Selection

HQ

Headquarters

HQDA

Headquarters, Department of the Army

HPPS

Health Professionals

HSC

Health Services Command

HUD

Housing and Urban Development

IA

Implementing Agency

IAAFA

Inter-America Air Force Academy

IACR

interfund accounting/clearance record

IADT

Initial Active Duty for Training

IATS

Integrated Army Travel System

IAW

In Accordance With

IBOP

International Balance of Payments

ICAB

Internal Control and Analysis Branch

ICAR

Interfund Accounting/Clearance Records

ICC

Interstate Commerce Commission

ICF

Intelligence Contingency Funds

ICH

Instructor Contact Hour

ICP

Inventory Control Point

ICQ

Installation Commanders Quarters

ICR

Internal Control Review

ID

Identification

IDP

Individual Development Plan

IDT

Inactive Duty Training

IF

Interfund Fund

IFMIP

Installation Financial Management Improvement Program

IFS

Integrated Facilities System

IG

Inspector General

IMA

Information Mission Area

IMET

International Military Education and Training

IMH

International Military Headquarters

IMM

Integrated Materiel Manager

IM&O

Installation Management and Organization

IMO

Information Management Office

IMPAC

International Merchant Purchase Authorization Card

IMS

International Military Student

IMSO

International Military Student Officer

INCP

International Narcotics Control Program

INSCOM

Intelligence and Systems Command

IP

Information Program

IPCOT

Inplace consecutive Overseas Tour

IPE

Industrial Plant Equipment

IPSO

International Production Support Order

IR

Internal Review

IRM

Information Resources Management

IRR

Individual Ready Reserve

IRS

Internal Revenue Service

ISC

Information System Command

ISSA

Inter-Service Support Agreement

IT

Information Technology

ITF

Information Technology Facilities

ITO

Installation Transportation Officer

JAG

Judge Advocate General

JCP

Joint Committee on Printing

JFMIP

Joint Financial Management Improvement Program/Plan

JFTR

Joint Federal Travel Regulation

JOC

Job Order Contracting

JOCC

Job Order Cost Center

JOCCC

Joint Order Cost Center Code

JROTC

Junior Reserve Officer Training Corps

JSAT

Joint Security Assistance Training

JTELS

Joint Telecommunications System

JTR

Joint Travel Regulation

JV

Journal Voucher

KC

Control Records

KWH

Kilowatt Hour

LCA
Logistics Control Activity

LES
Leave and Earnings Statement

LM
Local Move

LOA
Letter of Authorization

LOI
Letter of Instruction

LOR
Letter of Request

LOPA
Local Payment of Airlines

LS
Local Storage

LSC
Logistics Support Charge

LTD
Language Training Detachment

MAAG
Military Assistance Advisory Group

MAC
Military Airlift Command

MACOM
Major Army Command

MAFR
Merged Accountability Fund Report

MALT
Monetary Allowance in Lieu of Transportation

MAP
Military Assistance Program

MAPAD
Military Assistance Program Address Directory

MASL
Military Articles of Services List

MCA
Military Construction, Army

MCAR
Military Construction, Army Reserve

MCARNG
Military Construction, Army National Guard

MCC
Materiel Category Code

MCCU
Medical Care Composition Unit

MDC
Movement Designator Code

MDEP
Management Decision Package

MDMS
Maintenance Date Management System

MDW
Military District of Washington

MEDCOM
Medical Command

MEDICARE
Medical Care

MEDSTOCK
Medical Stock

MEPS
Military Entrance Processing Station

MICOM
Missile Command

MID-MO
Mid-Month

MIE
Meals and Incidental Expenses

MILCON
Military Construction

MILDEP
Military Department

MILPERCEN
Military Personnel Center

MILSBILLS
Military Standard Billing System

MILSTAMP

Military Standard Transportation and Movement Procedures

MILSTRIP

Military Standard Requisitioning and Issue Procedures

MIPR

Military Interdepartmental Purchase Request

MM

Millimeter

MOA

Memorandum of Agreement

MOD

Miscellaneous Obligation Document

MOU

Memorandum Of Understanding

MOV

Materiel Obligation Validation

MPA

Military Personnel, Army

MPC

Military Pay Code

MPO

Military Payment Order

MPV

Military Pay Voucher

MR

Miscellaneous Receipts

MRIS

Modernization Resource Information Submission

MRPF

Maintenance of Real Property Floor

MRPMR

Major Real Property Maintenance and Repair

MSAO

Medical Services Accountable Officer

MSC

Military Sealift Command

MST

Management Service Team

MT

Meal Ticket

MTA

Military Transportation Authorization

MTF

Medical Treatment Facility

MTMC

Military Traffic Management Command

MTOE

Modification Table Of Organization and Equipment

MTON

MetricTon or Measurement Ton

MTT

Mobile Training Team

MUSARC

Major U.S. Army Reserve Center

MWR

Morale, Welfare and Recreation

NA

Not Applicable

NAF

Nonappropriated Funds

NAFI

Nonappropriated Fund Instrumentalities

NAFISS

Nonappropriated Fund Installation Standard System

NAMSA

NATO Maintenance and Supply Agency

NATO

North Atlantic Treaty Organization

NC

Non-recurring Cost

NCO

Non-commissioned Officer

NETSAFA

Naval Education and Training Security Assistance Field Training

NFC

National Finance Center

NG

National Guard

NGAVSIT

National Guard Association of the U.S. Insurance Trust

NGB

National Guard Bureau

NICP

National Inventory Control Point

NLT

Not Later Than

NMSA

NATO Mutual Support Act

NPD

No Pay Due

NRO

Net Results of Operation

NSF

Non-stock Fund

NSN

National Stock Number

NTE

Not To Exceed

NTS

Non-temporary Storage

NULO

Negative Unliquidated Obligation

OA

Operating Agency

OASA(FM)

Office of the Assistant Secretary of the Army for Financial Management

OASD

Office of the Assistant Secretary of the Army

OASD(C)

Office of the Assistant Secretary of Defense (Comptroller)

OCAR

Office of the Chief, Army Reserve

OCE

Office, Chief of Engineers

OCI

Other Cash Item

OCOE

Office of the Corps of Engineers

OCONUS

Outside the Continental United States

ODAB

Office of the Director of Army Budget

ODASA(AB)

Office Deputy Assistant Secretary of the ARmy - Army Budget

ODC

Obligation Data Code

ODCC

Operations Division Check Claims

ODCSLOG

Office Deputy Chief of Staff for Logistics

ODCSPER

Office Deputy Chief of Staff for Personnel

ODDFAS-IN

Office, Director Defense Finance and Accounting Service - Indianapolis Center

OJT

On the Job Training

O&M

Operation and Maintenance

OMA

Operations and Maintenance, Army

OMAR

Operation and Maintenance, Army Reserve

OMARNG

Operation and Maintenance, Army National Guard

OMB

Office of Management and Budget

OORMS

Output Oriented Resource Management System

OPA

Other Procurement, Army

OPAC

Online Payment and Collection System

OPM
Office of Personnel Management

ORTA
Office of Research Technology Application

OSA
Office of the Secretary of the Army

OSAR
Out-of-Service Accounts Receivable

OSD
Office of the Secretary of Defense

OT
Orientation Tours

OTJAG
Office of the Judge Advocate General

OTNG
Other Training

OTT
Orientation Training Tours

OUSDRE
Office of the Under Secretary of Defense for Research and Engineering

PA
Procurement Appropriation

PACAMS
Panama Canal Area Military Schools

PAD
Program Allowance Document

PAN
Project Account Number

PBAC
Program and Budget Advisory Committee

PBAS
Program and Budget Accounting System

PBG
Program Budget Guidance

PBO
property book officer

PBX
Private Branch Exchange

PCIP
Productivity Capital Improvement Program

PCO
Purchasing and Contracting Office

PCH
Packaging, Crating, and Handling

PCHT
Packaging, Crating, Handling, and Training

PCS
Permanent Change of Station

PCVR
Performance to Cash Variance Report

PDIP
Program Development Increment Package

PDM
Program Decision Memorandum

PDS
Permanent Duty Station

PDTATAC
Per Diem Travel and Transportation Allowance Committee

PE
Program Element

PEO
Program Executive Officer

PERSCOM
Personnel Command

PF
Performance factor

PFMV
Prior Fair Market Value

PII
Procurement Instrument Identifier

PIN
Procurement Identification Number

PL
Public Law

PLCO
Plant Clearance Officer

PM

Program Manager

PMO
Project Management Office

PN
Pending

PO
Purchase Order

POD
Point of Debarkation

POE
Point of Embarkation

POC
point of contact

POL
Petroleum, Oils, and Lubricants

POM
Program Objective Memorandum

POV
Privately Owned Vehicle

PPA
Prompt Payment Act

PPBES
Planning, Programming, Budgeting and Execution System

PQDR
Product Quality Discrepancy Report

PRA
Prepared Reports Access

PRON
Procurement Request Order Number

PTC
Positive Transaction Control

PWD
Project Work Directive

PWR
Procurement Work Directive

PY
Program Year

QA
Quality Assurance

QDR
Quality Deficiency Report

RAD
Resource Authorization Document

RC
Reserve Component

RCN
Record Control Number

RCPSO
Reserve Component Pay Support Office

RCS
Report Control Symbol

RD
Reimbursement Designator

RDTE
Research, Development, Test, and Evaluation

RF
Reporting Factor

RFP
Request For Proposal

RFQ
Request For Quotation

RI
Routing Identifier

RIC
Routing Identifier Code

RIF
Reduction In Force

RIK
Replacement In Kind

RITA
Relocation Income Tax Allowance

RM
Replacement and Modernization

ROD
Report Of Discrepancy

ROI
Report Of Investigation

ROM

Read Only Memory

ROTC

Reserve Officers Training Corps

RP

Retention of Inventory, Sale From Procurement

RPA

Reserve Personnel, Army

RPMA

Repair, Performance, and Maintenance Activity

RQN

Requisition

RS

Retention of Inventory, Sale from Stock

RSC

Reimbursement Source Code

RSFPP

Retired Serviceman's Family Protection Plan

RSI

Rationalization, Standardization, and Interoperability

RTN

Routing Transit Number

RWA

Reimbursable Work Authorization

R&U

Repair and Utility

SA

Secretary of the Army

SAAC

Security Assistance Accounting Center

SAAM

Special Assignment Airlift Mission

SAAS

Standard Army Ammunition System

SAFID

Summary Account File Identification Code

SAILS

Standard Army Intermediate Level Supply System

SAMM

Security Assistance Management Manual

SAN

Security Assistance Network

SAO

Security Assistance Organization

SAPAS

Standard Army Procurement Accounting System

SATFA

Security Assistance Training Field Activity

SATMO

Security Assistance Training Management Office

SATO

Scheduled Airline Traffic Office

SATP

Security Assistance Training Program

SA3

Security Assistance Automation, Army

SBA

Small Business Administration

SBP

Survivor Benefit Plan

SBR

Summary Billing Record

SCIATTS

Small Craft Instruction and Technical Training School

SCORDERS

Source Code Orders

SDAF

Special Defense Acquisition Fund

SDN

Standard Document Number

SES

Senior Executive Service

SF

Standard Form

SGL

Standard General Ledger

SGLI

Soldiers Group Life Insurance

SHAPE
Supreme Headquarters Allied Powers Europe

SIO
Standard Installation Organization

SIAO
Standard Installation Accounting Office

SMA
Sergeant Major Academy

SMF
Special Mission Funds

SOA
Special Operating Agency

SODEP
Special Operations Decision package

SOF
Source Of Funds

SOFA
Status of Forces Agreement

SOMARDS
Standard Operations and Maintenance and Research
and Development System

SOP
standard operating procedures

SOT
Statement of Transaction

SRA
Stock Record Accounts

SRC
Stop Reason Code

SRD
STANFINS Redesign

SRO
Stock Record Office

SROTC
Senior Reserve Officer Training Corps

SSA
Service Support Agreement

SSAN
Social Security Account Number

SSB

Special Separation Benefits

SSN
Social Security Number

SSO
Systems Security Officer

SSSC
Self Service Supply Center

STAMIS
Standard Army Management Information System

STANFINS
Standard Financial System

STARCIPS
Standard Army Civilian Payroll System

STARFIARS
Standard Army Financial Inventory Accounting
System

STL
Standardized Training Listing

SWIFT
Society for Worldwide Interbank Telecommunications

TAC
Transportation Address Code

TAFT
Technical Assistance Field Team

TAT
Technical Assistance Team

TBO
Transactions By Others

TD
Treasury Department

TDA
table of distribution and allowances

TDR
transportation discrepancy report

TDRL
Temporary Disability Retired List

TDY
Temporary Duty

TFM
Treasury Financial Manual

TFO
Transactions For Others

TJAG
The Judge Advocate General

TIG
The Inspector General

TIN
Taxpayer Identification Number

TISA
Troop Issue Subsistence Activity

TL
Transmittal Letter

TLA
Travel Living Allowance

TLE
Temporary Lodging Expense

TMS
Type Model Series

TO
Transportation Officer

TOA
Total Obligational Authority

TOCSC
Telegraph, Ocean Cable, and Satellite Communication

TOE
Table Of Organization and Equipment

TOEFL
Test of English as a Foreign Language

TPMR
Training Program Management Review

TQSE
Temporary Quarters and Subsistence Expenses

TR
transportation request

TRADOC
Training and Doctrine Command

TRC
Transaction Report Code

TREAS
Treasury

TSA
Troop Support Agency

TSP
Thrift Savings Plan

TSW
Training Staff Weeks

TUFMIS
Tactical Unit Financial Management Information System

TWX
Teletypewriter Word Exchange

UC
Unified Command

UCMJ
Uniform Code of Military Justice

UDO
Undelivered Orders

U/I
Unit of Issue

UIC
Unit Identification Code

UIDR
Unreconciled Input Data Report

ULO
Unliquidated Obligation

UN
Unclassified Orders

UPS
United Parcel Service

U.S.
United States

USAAA
U.S. Army Audit Agency

USAALC
U.S. Army Adelphi Laboratory Center

USACE
U.S. Army Corps of Engineers

USACIDC

U.S. Army Criminal Investigation Command

USAF

U.S. Air Force

USAFINCOM

U.S. Army Finance Command

USAID

U.S. Agency for International Development

USAISC

U.S. Army Information System Command

USAMC

U.S. Army Materiel Command

USACFSC

U.S. Army Community and Family Support Center

USACORD

U.S. Army Commission, Resale Division

USAR

U.S. Army Reserve

USARPAC

U.S. Army Pacific Command

USAR

U.S. Army Reserve

USAREC

U.S. Army Recruiting Command

USAREIGHT

Eighth U.S. Army

USAREUR

U.S. Army, Europe

USARG

U.S. Army National Guard

USARJ

U.S. Army, Japan

USARPAC

U.S. Army Pacific Command

USARSA

U.S. Army School of Americas

USARSO

U.S. Army, Southern Command

USASAALA

U.S. Army Security Assistance Agency Latin America

USASAC

U.S. Army Security Assistance Command

USASSI

U.S. Army Soldier Support Institute

USC

United States Code

USG

U.S. Government

USCG

U.S. Coast Guard

USMC

U.S. Marine Corps

USPFO

U.S. Property and Fiscal Office

USPS

United States Postal Service

USPWIC

U.S. Prisoner of War Information Center

VERA

Voluntary Early Retirement Program

VS

Versus

VOQ

Visiting Officer's Quarters

VSI

Voluntary Separation Incentive

VSIP

Voluntary Separation Incentive Program

WBS

Work Breakdown Structure

WATS

Wide-area Telephone Service

WCN

Worksheet Control Number

WGC

Wintin/Without Government Code

WIP

Work in Process

WPBAC

Working Program and Budget Advisory Committee

WPC

Work Productivity Code

WRT

Transportation Warrants

WS

Weapon System

WSM

Weapon System Manager

WSP

Weapon System Partnership

WSPA

Weapon System Partnership Agreement

WSPC

Weapon System Partnership Committee

WSS

Weapon Support System

Section II**Terms****Absorbed bill**

A detailed billing record, once suspended, charged, or credited by fiscal station to its funds. A summary billing record, citing a fiscal station's Department of Defense Activity Code in the billed office address code field, not received but charged or credited by the station to its funds.

Acceptance

An acknowledgment by a authorized U.S. Government representative that the supplies or services conform with applicable contract quality and quantity requirements. Acceptance of supplies or services is the contracting officer's responsibility, which may be delegated to another official. Acceptance is usually evidenced by an acceptance certificate on an inspection or receiving report. The preferred method of transmission of acceptance reports is via electronic means. Acceptance reports need two dates: the date of delivery and the date of acceptance. The acceptance date is one of the factors used to establish a payment due date.

Accessorial Charges

Costs incurred for packing, crating, and handling related to sales or shipments of property.

Account

A group of like transactions under a descriptive or common heading. (Also used interchangeably with appropriation, for example: O&M account.)

Accountable officer

An individual required to maintain accounting records for property or funds, whether public or in some degree thereof. The accountable officer may or may not have physical possession of the property of funds.

Account Holder

A military or civilian employee of a DoD Component designated by Treasury to disburse monies and render accounts according to laws and regulations governing the disbursement of public monies.

Accounting

The act of receiving, controlling, validating, recording, classifying, and summarizing transactions in terms of money, analyzing and interpreting those transactions, and reporting the operating results and related resource management information to higher headquarters.

Accounting classification

A series of data elements (that is, department, fiscal year, appropriation symbol, limitation, operating agency code, allotment serial number, program and

subprogram, element of resource, accounting processing code, document number, and fiscal station number) that identifies an accounting transaction.

Accounting classification document number

The accounting classification document number (ACRN), a two position alpha/numeric code which identifies each discrete accounting classification within each contract. Do not use the letters "I" or "O". In no case shall an ACRN apply to more than one long-line accounting classification number. ACRN's are used to process certain contract data through the Military Standard Contract Administration Procedures system. This system uses the ACRN to relate certain contract administration records to the long-line accounting classification use to obligate funds on the contract. Among these records are the accounting classification trailer record, the supplies schedules data record, and the services line item data record. ACRNs are also used to associate the various record formats of the contract payment notice as described in DoD Manual 4000.25-5-M. Contracting offices will use ACRNs. Assigning the ACRNs is the responsibility of the contracting office issuing a contract, basic ordering agreement, or blanket purchase agreement. This authority will not be delegated. If more than one office will use the contract (for example, ordering officers, other contracting officers), the contract must contain instructions for assigning ACRNs.

Accounting entity

Any definable unit for which accounting for resources and determining operating costs are required. Accounting entities can be departments, commands, installations, activities, or functions. Managers will design accounting entities to meet legal and management needs. The Department of the Army is the overall accounting entity. Depending on the organization control structure, intermediate command-level and subordinate-level accounting entities also exist. Accounting entities are not appropriations or funds, collections of budgetary resources, or accounting offices.

Accounting for receivables

Account for all accounts receivables (any indebtedness to the U.S. Government). Accounts receivable involves the amounts due from others when the right to receive funds occurs, which may result from the performance of services, delivery of goods, or as in the case of interest income, the passage of time. Also, included are amounts due because of overpayments, valid claims, and delinquent advances. The process provides controls to collect delinquent debts (this includes compliance to the Debt Collection Act for charging interest, penalties, and administrative costs). Advances are

recorded as assets until the receipt of goods or services or until contract terms are met.

Accounting objectives

Goals toward which accounting efforts are directed. The goals are derived directly from legal and regulatory requirements and the needs of intended users.

Accounting principles

The body of doctrine commonly associated with the theory and procedures of accounting, serving as an explanation of current practices and as a guide for the selection of conventions or procedures where alternatives exist.

Accounting processing code (APC)

For STANFINS installations, a locally controlled and developed four-position code that abbreviates the accounting classification and related UICs, MDEP, and functional cost codes. The accounting processing code of a particular activity is used in all accounting classifications and it appears in various FAO/DAO listings.

Accounting procedures

The methods followed to facilitate consistent application of accounting standards.

Accounting standards

The specific rules governing accounting and financial reporting that are developed from the objectives.

Accounting system

- a. The total structure of methods and procedures used to record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, balanced account groups, and organizational components. It consists of various operations: authorizing, recording, classifying, analyzing, and reporting financial data related to financing sources and gains, expenses, losses and transfers out, assets, liabilities, and equity. It includes procedures and processes from the point a transaction is authorized or initiated, through the processing of the data (either manually or automatically), to issuance of financial and management information statements and reports containing the data in detail or summary form. An accounting system is comprised of the formal books and accounts; supporting record documents, papers, and reports; and related procedures used to account for resources and operations of an accounting entity.
- b. From an overall perspective, the U.S. Army has just one complete accounting system. It is composed of several subsystems that must be individually reported under the Federal Managers' Financial Integrity Act. They must be evaluated individually against GAO standards. Certain system aspects comprise Army-wide accounting processes while

others involve standard and unique accounting applications. Accounting functions include status of funds activity, reimbursement activity, fund distribution and control, financial inventory accounting, cost accounting, property accounting, reports, payroll, travel, commercial accounts payable, disbursing, and performance measurement. Within the U.S. Army, many of these functions have been grouped into subsystems representing composites of unique system components. These functions are treated as reportable subsystems. To qualify as a reportable subsystem, the application must be significant. It must be an official part of the process used to keep track of Army assets, liabilities, equities, income, or expenses included in the accounting reports. Reportable operating accounting systems normally comprise one of these categories: general ledger control and reporting, budget execution and reporting, and payroll.

Accounting System Design Documentation

Documentation supporting the design of an accounting system that assures all relevant accounting principles, standards, and related requirements have been addressed. It consists of three distinct documentation packages: (1) the functional accounting system concept design, (2) the functional detailed design, and (3) various automated data processing documentation packages which track functional user requirements to specific computer programs.

Accounting system evaluation

a. A detailed examination of an accounting system to determine if it is operating in compliance with GAO standards. The three aspects of a typical system that need to be covered are the--

(1) Automated processes of the basic system.

(2) Manual processes of the basic system.

(3) Significant subsidiary and associated accounting processes that interface with the basic system and affect the accounting reports.

b. The boundaries of standard U.S. Army or MACOM systems include not only manual and automated aspects of the basic system, but also the subsidiary and associated processes that interface with the basic system and affect the accounting reports. For example, evaluations of the STANFINS, COEMIS, and SABERS systems include manual and automated subsidiary accounting processes such as fund distribution and control, cost accounting, property and inventory accounting, commercial accounts payable, and disbursing. Also, COEMIS and SABERS, evaluations as command-wide unique systems include the associated accounting processes such as accounts office (AO), operating agency (OA), and other central accounting functions.

c. The boundaries of accounting entity unique systems for evaluation include all appropriations

accounted for, and all accounting function performed by, the accounting entity. Those functions performed by another system identified on the U.S. Army inventory are exceptions. Boundaries of the Watervliet Arsenal Industrial system, for example, include all Watervliet Arsenal unique accounting system components. The respective proponent will evaluate and report on standard systems operated by Watervliet Arsenal, for example, STARCIPS. Standard system proponents are encouraged to consult with various users, in the above case, Watervliet Arsenal, to obtain more effective evaluations.

d. Three types of system evaluation are as follows:

(1) Type A. For systems considered to comply with GAO standards or that are being upgraded to comply with standards, a complete evaluation is required.

(2) Type B. For systems considered to be not in compliance with GAO standards and not planned for replacement within 2 years, and evaluation of internal controls is required.

(3) Type C. For systems not in compliance but scheduled to be replaced within 2 years.

Accounting system performance indicators

Performance indicators provide evidence of how well an accounting system is operating. They include factors such as quality assurance reviews, audits, past system evaluations, system change acceptance test, backlog of system change requests, antideficiency allegations, professional judgement of system managers and users, and completed internal control review checklists of associated functional areas (for example, accounting, travel, commercial accounts payable, disbursing, and ADP controls).

Accounting system transaction testing

a. A type of testing that puts particular emphasis on sensitive or high-risk areas. Testing performed to ensure that prescribed internal controls and procedures are in place and working as intended. Testing also demonstrates how well an operating accounting system complies with GAO standards. Tests should cover the entire transaction flow, that is, input, processing, posting to the accounts, reporting, and error correction, as well as involve both manual and automated operations. Both valid and invalid conditions should be tested.

b. Testing includes functions such as interviewing persons who execute control functions, observing control procedures, examining documents that show evidence of control techniques, performing control procedures on live transactions and comparing results, direct testing of computer based controls by use of dummy transactions, and/or evaluation error follow-up procedures.

Accounts payable

Amounts owed to others for goods and services received and assets acquired. Accounts payable are

liabilities recorded when goods or services are received. For items manufactured by a contractor to specifications, the accounting system reflects the appropriate payable, including contract retentions, for each accounting period based on requests for progress payments or on reasonable estimates of unbilled contractor performance.

Accounts payable for services performed by employees, contractors, and others are determined based on performance as evidenced by payroll records, progress billings, or other available data. Reasonable cost estimates are made for services performed before the end of a reporting period for annual financial reporting purposes in the absence of invoices or other available information.

Accounts receivable

Amounts due from others for goods furnished and services rendered. These amounts include administrative fees due, reimbursements earned and refunds receivable.

Accounts Receivable from the U.S. Government

Amounts due from U.S. Government organizations or funds. It also includes amounts due from U.S. Government sources that are deposited into U.S. Treasury general fund receipt accounts when collected.

Accounts Receivable from the Public

All accounts receivable arising from the sale of goods and services and from operations involving other than Federal Government organizations. It includes amounts from public sources that are deposited into U.S. Treasury general fund receipt accounts when collected. Examples are debts owed by military personnel, civilian employees, contractors, and nonappropriated fund instrumentalities.

Accrual accounting

Public law and the Comptroller General Standards require accrual accounting. It is the method of accounting in which revenues and matching expenditures are recognized in the period earned, regardless of when payment is received or made. Accrued expenditures represent expenses incurred but not due until a later period in time. Accrued revenue represents amounts earned based on performance by the Government. Accrual accounting can contribute materially to the effective financial control over resources and costs of operations, and is essential in order to develop adequate financial management information. Accrual accounting recognizes the accountable aspects of financial transactions or events as they occur. Transactions are recorded in accounting records as they occur or are adjusted to the accrual basis at each month end. Accrued expenditures represent expenses incurred but not due until a later period. Accrued revenue

represents amounts earned based on performance by the Government. Accrued payroll for salaries and wages, employer's share of fringe benefits, allowances, foreign nationals, severance pay, unfunded annual leave, annual leave, and retirement are recorded and reconciled with the actual payroll.

Accrued expenditures

Changes during a given period that reflect liabilities incurred for (1) services performed by employees, contractors, other Government agencies, vendors, lessors, and so forth; (2) goods and other tangible property received; and (3) amounts becoming owed under programs for which no current service or performance is required (such as annuities, insurance claims, other benefit payments, and so forth). Expenditure accrue regardless of when cash payments are made or invoices have been rendered.

Accrued Expenditure-paid

The budgetary account which matches the proprietary account "funds disbursed." It represents the dollar value of goods and services received for which payment has been made.

Accrued Expenditure-Unpaid

The budget account which matches the proprietary account "accounts payable." It represents the dollar value of goods and services received for which payment has not been made.

Accrued revenue

Revenue earned for goods, services, or other assets furnished to others that are recorded and accounted for in the period earned, whether or not billed or collected. Also called a reimbursable earning or reimbursement earned, this transaction decreases unfilled orders and increases accounts receivable.

Accrued Variance (Foreign Currency Fluctuations)

The difference between unliquidated obligations at the budget rate (approved execution rate) and the foreign exchange rate current at the time of payment.

Acquisition Cost

Consists of the amount, net of both trade and cash discounts, paid for the property, plus the transportation costs. (See "Discount (Cash)" and "Discount (Trade).")

Actual cost method

Billing method whereby actual costs are used as the billing basis in lieu of fixed prices/rates. The actual cost method is used for all non-government agencies, private parties, foreign military sales, and all other entities excluded from the rate stabilization provisions.

Activity

A military unit, organization, or installation performing an assigned function or mission.

Activity chief

The responsible official who supervises the development, performance, and review and analysis of an activity or sub-activity.

Adjustments to expired or closed accounts

Valid increases or decreases to commitments, obligations, or expenditures including those incurred or made during the period prior to expiration or cancellation of the account but not recorded.

Administrative limitation

Limitation in the funding regulation to control obligation or expenditure of funds. Offices or agencies establishing other limitations on obligations and expenditures will monitor and enforce them, but not under the antideficiency statutes.

Administrative approval

An approval officer's signature on a payment voucher to indicate the voucher is correct. Or, a statement by an approval officer that indicates the proposed payment is approved. The approval officer must sign and date the statement.

Administrative offset

Withholding of money payable by the U.S. Government to satisfy a debt owed the U.S. Government. Administrative offset may include offset from salary when a specific statute so authorizes.

Administrative subdivision of funds

Any subdivision of an appropriation that makes funds available in a specified amount for incurring obligations or that can be further subdivided to make funds available in specified amounts for incurring obligations.

ADP Manager

Organization responsible for the actual design and development of computer programs implementing the functional design.

Advances and prepayments

Transfers of assets to cover future expenses or acquisition of other assets. Advances are prepayments in contemplation of the later receipt of goods, services, or other assets. Advances are ordinarily made only to payees to whom an obligation exists and not in excess of the amount of the obligation. A common example is travel advances which are amounts made available to employees before the beginning of a trip for costs to be incurred per the Travel Expense Act of 1949 and per standardized Joint Travel Regulations.

Advance of Pay

A prepayment made available to an employee in a pay status.

Agency

A U.S. Government entity defined by 5 U.S.C. 551(1). It includes exchanges, commissaries, and any other organization that is operated exclusively as an instrumentality of an agency to administer one or more agency programs or which is identified for this purpose by the head of the agency.

Allocation

An authorization by the Department of the Army making funds available in prescribed amounts to an operating agency for suballocation or allotment.

Allotment

The administrative action of a general operating agency making funds allocated or suballocated available to a subordinate installation or activity for obligation. An antideficiency violation occurs if obligations incurred against the allotment exceed the amount of the allotment.

Allotment Serial Number

A four digit code assigned by an OA to identify a fund target/subdivision within an appropriation or fund. In the accounting classification this number immediately follows a hyphen which separates it from the OA.

Allowance

The administrative action of a general operating agency making funds allocated or suballocated available to a subordinate installation or activity for obligation through the use of an expenditure target. Incurring of obligations in excess of this target does not automatically create an anti-deficiency violation. However, if the governing formal subdivision is exceeded, an antideficiency violation may exist. The person responsible for exceeding the target can be held responsible for the resulting antideficiency violation.

Annual funding program

An annual budget, normally classified by a budget program and appropriation.

Annual reimbursement program

Annual estimate of budget authority (funds) to be retrieved/reimbursed from other budgets (includes automatic, funded, and Stock Fund reimbursements).

Anticipated Reimbursements

The dollar value of orders expected to be received during the forthcoming fiscal year. Anticipated reimbursements do not create obligational authority

until an actual order is received and accepted. There is an exception to this rule for stock funds.

Antideficiency Act

Legislation enacted by Congress to prevent the incurring of obligations or the making of expenditures (outlays) in excess of amounts available in appropriations or funds; to fix responsibility within an agency for the creation of any obligation or the making of any expenditure in excess of apportionment or reappropriation or in excess of other subdivisions established pursuant to Sections 1341 and 1517 of 31 U.S.C. Title (reference (V)); and to assist in bringing about the most effective and economical use of appropriations and funds.

Applicable interest rate

The interest rate which the Secretary of the U.S. Treasury announces semiannually under section 12 of the Contract Disputes Act of 1978 (41 U.S.C. 611). This interest rate is used to figure the amount of interest to pay a vendor on a late payment. It is published in the Federal Register and when DFAS-IN announces the amount by a message to all FAOs/DAOs.

Apportionment

A determination by OMB specifying the amount of obligations allowed during a given period under an appropriation, contract authorization, other statutory authorizations, or a combination of these per 31 U.S.C. 1512.

Appropriation

An authorization by an Act of the U.S. Congress to incur obligations for specified purposes and to make disbursements for them from the U.S. Treasury. This includes authorizations to create obligations in advance of appropriations or other fund authority.

Appropriation--annual

An appropriation account available for obligations only during the 1 fiscal year specified in the Appropriation Act.

Appropriation--closed

An appropriation account that is no longer available for payment of obligations and the balance of which is merged into successor "M" account. The closing normally will be accomplished 2 years after the appropriation has expired.

Appropriation--expired

An appropriation account that is no longer available for obligations but is still available for disbursement to liquidate existing obligations.

Appropriation--multi-year

An appropriation account that is available for incurring obligations for a definite period in excess of 1 fiscal year.

Appropriation--no-year

An appropriation account that is available for incurring obligations for an indefinite period of time (until exhausted or its designated purpose is accomplished).

Appropriation--unexpired

An appropriation account that is available for incurring obligations during the current fiscal year.

Appropriation limitation

An amount, fixed by the U.S. Congress within an appropriation that cannot be exceeded for obligation or expenditure for certain objects or purposes.

Appropriation reimbursement--installation

Collection for commodities, work, or service furnished, to an individual, firm corporation, or other Federal agencies. The collection may be credited to the installations' specific allotments as repayment.

Appropriation Warrant

An official U.S. Treasury document that provides the dollar amounts established in the general and detailed appropriation accounts of the U.S. Treasury pursuant to Appropriation Acts authorized by law. It serves as a convenient source document for entries into accounts that establish the amount of money authorized to be withdrawn from the U.S. Treasury.

Approved operating budget

The approved financial funding level for a major activity director or activity, normally on an annual basis.

Army management structure

A structure established by regulation to provide a single, uniform classification of the non-tactical (peacetime) activities of the U.S. Army for use in programming, budgeting, accounting, and the reporting of cost, performance, and manpower data.

Army master data file (AMDF)

Establishes a uniform automated method for the maintenance, distribution, and usage of current catalog management data on every item in the U.S. Army inventory.

Assets

An item of economic value owned by a Federal agency. The item may be physical in nature (tangible) or a right to ownership (intangible) that is expressed in terms of cost or some other value.

Asset use Charge

A charge for the use of DoD assets (facilities and/or equipment) to recoup depreciation and interest on investment.

Audit Trails

Audit trails capabilities allow for readily tracing all transactions, including those which are computer-generated and computer-processed, transactions from initiation (individual source documents) to accounting reports and vice versa. For example, tracing a general ledger account and amount from a trial balance to the original transaction. Audit trails also provide for the detection and tracing of rejected or suspended transactions to ultimate correction.

Automatic reimbursement authority

Authority to engage in the automatic reimbursement program to temporarily finance support to individuals or non-mission activities. No dollar amount is received; funds are generated based on receipt of an order.

Automatic reimbursement funds

Automatic reimbursements are not funds received as an allotment. Rather they are funds that are temporarily created through the sale of supplies or services to other organizations or units outside the installation. These "planned expenses" are specified within the approved operating budget even though funds are not actually received. Automatic Reimbursements are funds created through a request for services based on a firm agreement between two installations. The supporting installation will use its funds to provide services to the remote activity--up to the amount stated on the reimbursable order (DD Form 448)-- and then "bill" the home installation. The programmed automatic reimbursement amount can be exceeded if orders received (DD Form 448) are in excess of amount of funding documents.

Backrobbing (also Robback)

The removal of a component or part from an end item that is in early stages of assembly to complete an end item or to allow the continuing of its building.

Base operations support

Common-service support functions listed in AR 37-100-FY, Army Management Structure (AMS), regardless of the appropriation or fund account from which they are financed.

Bench Stock (Also Shop Stock)

Inventory held by a cost center for use as indirect materiel and used in support of numerous small projects or activities carried out by the cost center. Small items such as screws, washers, and lubricants characterize this type of stock.

Billing

With few exception intra-Defense billing and collection will be by interfund procedures. Installations where the finance and accounting office accounts for both appropriations (credited and charged) can use either interfund procedures or "no check drawn" SF 1080's. Billings will be for the value of the sales and processed at least monthly. More frequent billings can be made to help manage the stock fund cash balance.

Bill balancing

The process of verifying that SBR and related DBR values are in agreement.

Billing errors

Improper charges or credits resulting from billing office error.

Blanket purchase agreement (BPA)

A blanket purchase agreement is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. The BPA reduces the need for individual purchase documents.

Blocking

The method of controlling transactions in process in the accounting division of the finance office. A block ticket identifies each block.

Borrowing Authority

Statutory authority to incur obligations and to make payments for specified purposes out of borrowed money. Within the Department of Defense, borrowing authority is used for mortgage assumptions under the Homeowners Assistance Program and for loans from the Federal Financing Bank.

Budget

A planned program for a fiscal period in terms of (1) estimated costs, obligations, and expenditures; (2) source of funds for financing, including reimbursements anticipated, and other resources to be applied, and (3) explanatory and workload data on the projected programs and activities.

Budgeting

a. Process by which the funds required to carry out programmed objectives and workload are determined and sent to higher headquarters as the operating program and budget.

b. Budgeting is the detailed distribution of resources to execute assigned missions.

Budget Authority

Authority provided by law to enter into obligations that will result in immediate or future outlays involving Federal Government funds. The basic forms of budget authority are appropriations, authority to borrow, and contract authority. Budget

authority relates to direct programs. (Also see "Obligational Authority.")

Budget cycle

That period of time necessary to formulate, review, present, secure approval, and execute the Fiscal Program for a specified ensuing period of time.

Budget estimating

The process of determining the amounts, kinds, and costs of resources needed for accomplishing a mission.

Budget and manpower guidance

A document issued by a higher headquarters to its subordinate commands to provide information and guidance pertaining to missions, resources (manpower, materiel, and funds for specific fiscal year), objectives, policies, and related matters upon which the subordinate commands can base their programmed course of action for the fiscal year(s) concerned. (Also referred to as Program Budget Guidance (PBG)).

Budget Rate

A foreign currency exchange rate provided to DoD Components for use in preparing budget submissions during budget formulation and for recording obligations during budget execution. Budget rates are provided by the DoD Comptroller and may be modified by the U.S. Congress. During execution, foreign currency obligations are recorded using the budget rate (rates approved for execution). Also see Foreign Currency Fluctuations.

Budgetary control

The financial control and management of a unit or function in accordance with an approved operating program and budget with a view of keeping obligations, expenditures, and costs within the limitations thereof, taking advantage of whatever fund flexibility exists without exceeding the limitations imposed by the annual funding program and/or the quarterly authority to obligate (that is, allocation or allotment advice).

Budget execution

The implementation and administration of the approved operating budget during the budget year. Accomplishment of the mission within available resources without creating over-obligations and/or over-expenditures. Budget execution is reflected in accounting records and reports.

Budget execution review

Process by which the funds required to carry out programmed objectives and workload for the current fiscal year are determined and forwarded to higher headquarters, as the operating program and budget.

The budget execution review usually contains a revised listing of "urgent" unfinanced requirements.

Budget year

That fiscal year arrived at by adding one fiscal year to the current fiscal year. During fiscal year 1985, the budget year would be fiscal year 1986.

Budgetary (fund) accounting

Accounting necessary to support and control the budget execution process as distinguished for that required to report on financial conditions and operations (proprietary accounting). For example, includes commitments, obligations, expenditures, and conditions such as appropriations realized, contract authority, anticipated reimbursements, and so forth. Dual entries are required when transactions affect both budgetary and asset, liability and equity accounts. The system shows the appropriations and funds to be accounted for and a description of the accounting entity's proposed fund distribution and control process. The system has good fund control procedures to prevent untimely liquidation of obligations, unmatched expenditures, and undistributed disbursements. Administrative funds control ensures that funds are used economically, efficiently, and only for properly authorized purposes. The system supports formulation and execution of the budget. Programming, budgeting, accounting, reporting classifications and coding structures are uniform and consistent with each other and synchronized with the organizational structure so that actual activity reported within the accounting system can be compared with enacted budgets and support future budget formulation for each activity. Presidential, Congressional, and DoD decisions are recorded in the system, and financial management data and results are appropriately classified to track such decisions. The system records budget resources at the appropriate level and accounts for appropriations, realized, apportionments, allocations, transfers, allotments of budget authority, customer orders accepted, reimbursables, and other appropriate accounts prescribed by DoD.

Budgetary Resources

For purposes of budget execution, budgetary resources include new budget authority, available unobligated balances at the beginning of the year, reimbursements and other income (also known as offsetting collections credited to an appropriation or fund account), recoveries of prior year obligations from unexpired accounts, and restorations. In the case of reimbursable work, budgetary resources available for obligation are comprised of earned reimbursements and unfilled customer orders (limited by the amounts collected in advance for orders from the public). In the case of loan programs, budgetary resources available for obligation from loan repayments and interest on loans are

comprised of actual collections when authorized to be used.

Business concern

Any individual or organization engaged in a profession, trade, or business. It includes not-for-profit entities operating as contractors. The includes State and local governments but not Federal government organizations. The terms contractor, vendor, and firm are synonymous with business concern in this regulation.

Canceled balances

Accounting entries required to close an account pursuant to Title 31 U.S.C. 1552, 1555, or, 1557. This action is distinct from and not synonymous with deobligating (see Recoveries definition).

Cannibalization or reclamation

The process of disassembly or assembly of end item in which usable components are returned to stock for future use.

Capitalization

The monetary value of inventories (materiel, supplies, and equipment), including undelivered orders due in under capitalized contracts; and, allocations of cash less liabilities and equity reservations. In those instances of transfer of logistic responsibility or materiel, the value will be at the current Army standard prices.

Capitalized DSSN

An office whose assets have been capitalized by DFAS.

Cash

Cash includes cash on hand (both United States and foreign stated in dollar terms), negotiable instruments, cash in the hands of agents and cashiers, deposits in the possession of designated limited depositories, and losses of funds.

Cash basis of accounting

An accounting method under which revenues are recorded when received in cash and expenditures are recorded when cash is disbursed, without regard to the accounting period when the revenue was earned or the liability incurred.

Cash-Flow Process

Each process of collecting or disbursing moneys for Agency programs or operations, and for balances held outside of the U.S. Treasury.

Cash Held at Personal Risk

Cash held by authorized disbursing officers, their cashiers, and their agent officers, including alternates, for making miscellaneous cash payments, meeting cash payrolls or making change; funds

established for making small purchases; imprest funds; cash held pending delivery to other disbursing officers; and for other purposes specifically authorized by law.

Cash Management

Practices and techniques designed to accelerate and control collections, ensure prompt deposit of receipts, improve control over disbursement methods, and minimize idle cash balance.

Cash Management Review

An ongoing study of an agency's cash-flows and corresponding cash management processes or mechanisms conducted to identify implementable improvement opportunities in an Agency's cash management practices.

Cash Procedures

The system ensures timely accurate payments based on properly approved disbursement documents. Payment process complies with the Prompt Payment Act. Cash discounts are taken when determined to be financially advantageous. Cash is deposited as expeditiously as possible and immediately recorded in the accounting records.

Cash resources

Fund balances with the U.S. Treasury representing available expenditure authorizations. In certain situations, however, authority to maintain cash balances in bank accounts or accounts in other financial institutions, and to collect and deposit cash into these accounts as well as make payments from these accounts may be granted. Cash resources not part of the fund balances with the U.S. Treasury consist of:

- a. Coins, paper currency, and readily negotiable instruments, such as money orders, checks, and bank drafts on hand or in transit for deposit, and
- b. Amounts on deposit with banks or other financial institutions.

Central work loading activity

An activity established by a major Army command to develop the annual depot maintenance program and workload, fund depot maintenance activities, and to prepare reports.

Centralized fund control

Certification of fund availability that takes place within the finance and accounting office, with limited specific authority to certify allowed outside of the finance and accounting office.

Centrally managed allotment

Allotment established for a specific purpose and in a specific amount, the account number of which is published in AR 37-100-FY for charges, without

specific limitation as to amounts, by an authorized officer/employee.

Certificate of conformance

A contractor's statement that the delivery conforms to contract specifications. At the contracting officer's discretion, a certificate of conformance may be used instead of a source inspection if--

a. Acceptance on the basis of a contractor's certificate of conformance is in the government's best interest.

b. Small losses would be incurred in the event of a defect.

c. The contractor's reputation or past performance make it likely that the supplies or services will be acceptable and any defective work would be replaced, corrected, or repaired without contest.

Certifying officer

An individual authorized to certify the availability of funds on any documents or vouchers submitted for payment. He is responsible for the correctness of the facts and computations, and the legality of payment.

Closed accounts

Accounts with balances canceled in accordance with Title 31 U.S.C. 1552, 1555, or 1557. Such accounts are not available for obligation or expenditure for any purpose.

Collections

Amounts received by the Federal government during the fiscal year.

Commercial voucher

A properly prepared public voucher which a vendor submits for goods or non-personal services. It must be supported by a contract, purchase or delivery order, a receiving and acceptance report or performance certificate, and a vendor's invoice.

Commitment

A reservation of funds based on a firm procurement directive, order, or request that authorizes the creation of an obligation without further approval by the official responsible for certifying the availability of funds.

Commitment authority

Authorization issued to a stock fund division for incurring commitments up to a specified amount in the current year.

Commitment ledger

All activity Fund Managers will maintain informal commitment ledgers prescribed by the local installation Financial Administration regulation.

Common carrier

An individual or business holding itself out to the general public to provide transportation for compensation.

Comparability

Relates to the similarity and consistency of information produced by an entity from period to period and by others operating in similar circumstances. The value and usefulness of information depends greatly on the degree to which it is comparable to information from prior periods and to similar information reported by others.

Compensated absence

An employee absence, for vacation or illness, for which the employee will be paid. When employees accrue rights to take leave with pay, the government incurs an expense and liability measured by the salary cost of the time that may be taken.

Component Debt

Debt incurred by DoD Components and generally associated with housing programs determined to be necessary to carry out the DoD mission.

Conceptual Design of Accounting System

Documentation of the process that leads to a decision to develop a new accounting system or system segment, or to initiate a major upgrade effort. Documentation reveals the deficiencies in the current system, the accounting entities involved, the parameters of the accounting system, the accounting structure, security considerations, the alternatives considered, and the economic analysis developed to support a decision.

Consolidated Working Fund Accounts

Accounts established to hold funds transferred from other Agencies, DoD Components, or accounts until transferred to an appropriate account authorized by revisions of law. Applicable funds are not available for obligation or expenditure.

Concurrent maintenance

Maintenance in which all component parts of an end item are overhauled with the end item in place of exchanging the component parts that are overhauled under a separate work authorization.

Consistency

Pertains primarily to information produced by one accounting entity using essentially the same methods over periods of time.

Constant dollars

The term "constant dollars" is used when prices do not contain inflationary changes that have occurred or are forecast to occur. Constant dollars are always identified with a specific time period, which is called a base year. Constant prices represent the total cost

of an item or service if that item were purchased in the base year and the bill was completely paid in that year.

Constructed detail billing record

A detail billing record prepared to balance an out-of-balance bill.

Constructed summary billing record

A summary billing record prepared by a fiscal station upon receipt of a wholly inapplicable bill pertaining to two or more bill-to offices.

Constructive delivery

Acceptance by a requiring activity of financial liability or formal accountability for materiel ordered based on a written statement by the supplying activity that delivery of materiel was made to a military or commercial carrier or that transfer of accountability not involving shipment was made to the receiving activity's account. Delivery under this concept takes place when the materiel is accepted by a carrier or when property accountability is transferred.

Consumable supplies

An element of cost consisting of all expendables and those nonexpendables having a standard unit price of less than \$250 or which lose their identity on issue.

Consumption data

Repair part usage data combined and maintained by the end item NICP for all parts consumed during scheduled maintenance programs. These data are expressed in quantity-per-100 overhauls.

Consumption report code

A code assigned to show relative sequence of a particular consumption report by activity, fiscal year, and customer order.

Contingent liability

A liability that exists but involves uncertainty as to amounts of the possible loss to an agency and will only be resolved when one or more future events occur or fail to occur.

Continuing resolution authority

An interim appropriation until permanent appropriations are enacted. Authorizes continuation of normal operations at a rate not to exceed the latest congressional action or the previous year's rate and no new starts or expansions to a program.

Contract

Any enforceable agreement or order to buy supplies or services. A subsequent modification becomes part of the contract. In this regulation, the term is expanded to include delivery and purchase orders and other procurement documents.

Contract authority

Statutory authority that permits obligations to be incurred in advance of appropriations or in anticipation of receipts to be credited to a revolving fund or other account. (By definition, contract authority is unfunded and must subsequently be funded by an appropriation to liquidate obligations incurred under the contract authority, or by the collection and use of receipts.)

Contract Disputes Act

A 1978 law which gives authority to contracting officers to investigate and make findings on contractor complaints that the Federal government did not fulfill their responsibilities under the contract. If the contracting officer finds that the contractor does not have a valid claim, the contractor can appeal his or her decision to the Armed Service Board of Contract Appeals or directly to a Federal Court.

Contract Financing Payment

A U.S. Government disbursement of monies to a contractor under a contract clause or other authorization before physical delivery and the acceptance of supplies or services by the U.S. Government.

Contract Liquidating Authority

An appropriation, or reappropriation, enacted to pay the obligations incurred under the contract authority.

Contracting Officer

A DA civilian employee or military officer who has a valid appointment as a contracting officer under the provisions of the FAR. An appointed contracting officer has authority to enter into and administer contracts and make determinations and findings about such contracts. The term includes an authorized contracting officer's representative (CAR) acting within the limits of his or her authority. The term also includes purchasing and contracting officers and ordering officers.

Contract modification

Any written change in the terms of a contract. Only contracting officers acting within the scope of their authority are empowered to execute contract modifications.

Contractor-Acquired Property

Property procured or otherwise provided by a contractor for the performance of a contract. It does not include government furnished materiel or equipment.

Cost

Refers to the financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity, acquiring an asset, or completing a unit of work or a specific project. Accounting for activities on a cost

basis means that all significant elements should be included in the amounts reported as total costs. Cost, in this context, is the value of goods and services used by a government agency within a given period, regardless of when they were ordered, received, or paid for.

Cost Accounting

Cost accounting involves accounting analysis and reporting on costs of production of goods or services, operation of programs, activities, functions, or organizational units. Cost accounting is required in the accounting system if it is needed for pricing decisions, productivity improvement decisions or measurement of performance, efficiency comparisons of like activities, or in Defense Business Operations Fund activities.

Cost analysis

The systematic examination of the cost of interrelated activities and equipment to determine the relative costs of alternative course of action.

Cost benefits

Refers to measuring the expense of obtaining certain information with the benefits to be derived by having the information. Information should not be provided if the costs of providing it exceed the benefits to be derived, unless it is required to meet legal or other specified purposes.

Cost center

A division, a department, or its subdivision; a group of machines or of people or of both; a single machine and its operating force; or any other unit of activity into which a depot maintenance plant and its operations are divided for cost assignment and allocation. The smallest organizational unit to which direct employees are assigned and for which costs are collected.

Cost Clearing Account

An account used when standard rates are employed. The actual expenses are debited to the cost clearing account and the amounts billed to customers are credited to the account. At the end of the fiscal year, the account is closed with analysis performed to determine if rates require adjustment.

Cost Finding

Procedures designed to accomplish an end result that would approximate the results that would have been obtained if a formal cost accounting system was in operation.

Cost Objective

An activity, operation, or completion of a unit of work to complete a specific job for which management decides to identify, measure, and accumulate costs. The cost objective must be discrete enough and

described in writing to such a level of detail to form a basis to establish cost centers and output products.

Cross-disbursement

Disbursements and collections of funds of one department or agency performed by the finance and accounting officer of another department or agency pursuant to agreements.

Current fund

An appropriation account which is available for obligation during the current fiscal year. (See "Unexpired Appropriations".)

Current liabilities

Liabilities that will be due within a short time (usually 1 year or less) and that are to be paid out of current assets. Includes all amounts owed on the basis of invoices or other evidence of receipt of goods and services, other amounts for the purchase of goods and services even if not "due and payable," and deferred income (received and not earned).

Current Receivable

All receivables that will be due within the 12 months following the reporting period.

Current Value of Funds Rate

The average investment rate for the U.S. Treasury Tax and Loan accounts expressed as an annual rate and published by the U.S. Treasury in the "Federal Register" each year.

Current year

The fiscal year in progress.

Customer number

A six-digit number assigned by accounting to identify a reimbursable customer.

Customer order

A contract between the depot maintenance activity and the customer to perform tasks or to produce products at an agreed price and within a certain time. Also see project order and service order.

Customer order record

A cost accounting record established to control costs and serve as a billing record for ordered work.

Cutoff Time

A time prescribed by a financial institution beyond which transactions presented or actions requested will be deferred to the next banking day's business.

Dairy products

The terms includes all refrigerated and non-refrigerated products made from milk (such as cheeses) and products made from edible fats and oils (such as salad dressings). These products are

paid for 10 days after delivery or invoice receipt in the designated billing officer, whichever of the two date is last.

Debt

An amount of money owed the United States from any person, organization, or entity, except another federal agency. Fines and forfeitures arising under the Uniform Code of Military Justice (UCMJ) are not considered debts.

Decentralized fund control

Alignment of fund certification with management responsibilities.

Decrement

A listing prepared to facilitate funding reductions that are received after approval of the initial operating program. Items that are already included within the funded operating program are listed in inverse (opposite order) priority; that is, lesser priority first. The decrement list reflects the order of those funded requirements that would be deleted first if funds were withdrawn.

Default

Failure to meet any obligation or term of a credit, grant, or other agreement.

Defense Business Operations Fund (DBOF)

In FY 1992, DBOF was established as a revolving fund the Defense Management Report Decision 971, DoD Financial Systems. DBOF incorporated the stock and industrial funds of the military components and Defense agencies and included several Operation and Maintenance funded activities. The designated business areas of DBOF will operate under the financial policies and responsibilities currently in effect for the stock and industrial funds, except as modified by the DoD Comptroller, DFAS-IN policy statements, and this regulation.

Deferrals

Executive action or inaction which withholds, delays, or precludes the obligation or expenditure of available budget authority which the installation could otherwise effectively and legally use. Deferrals may be initiated by OMB or the agency involved, and generally the budget authority deferred is intended for use at a later time.

Deflation

A decrease in the general price level, usually accompanied by declining levels of output.

Delayed delivery

When a supplying agency cannot make delivery in accordance with the priority delivery date or required delivery date.

Delegation of authority

Major activity directors may delegate authority for certification of funds availability. This delegation must be in writing.

Delinquent debt

A debt is delinquent if it has not been paid by the due date specified in the demand letter unless the debtor has entered into a written repayment agreement prior to the due date. A debt is delinquent any time thereafter if a debtor fails to satisfy obligations under a repayment agreement.

Deliver order

A document issued by the contracting officer under a basic agreement or indefinite quantity type contract (open-end or call type contracts).

Demurrage

Detention of a ship, freight car, other cargo conveyance, or cylinders during loading or unloading beyond the scheduled time of departure.

Department of Defense Activity Address Code

An identifying unit or activity code that appears in the first six positions of the document number to identify the customer.

Deposit Funds

Receipts held in suspense temporarily and later refunded or paid into some other Treasury fund or other entity held by the Department of Defense as banker or agent for others and paid out at the direction of the owner.

Deposit fund accounts

Expenditure accounts established to account for receipts (1) held in suspense temporarily and later refunded or paid into some other fund of the government or other entity, or (2) held by the government as banker or agent for others and paid out at the direction of the owner. Such funds are not available for paying salaries, grants, or other expenses of the U.S. Government. Expenditures are often offset by receipts within this fund.

Depository Account

Interest or non-interest bearing checking account.

Depot Level Reparables

Maintenance coded "D" and "L" secondary items (e.g., engines and transmissions) previously referred to as procurement spares. Reparables are categorized as (1) initial - to support new equipment fieldings; (2) War Reserve - to support sustainment; and (3) Replenishment - to support day-to-day training, readiness, and operations.

Depot maintenance

Maintenance that is the responsibility of and performed by designated maintenance activities to augment stocks of serviceable materiel (including stock fund owned materiel), overhaul and repair equipment on a "return to user" basis, and support organizational and intermediate maintenance activities.

Depot maintenance activity

A production facility dedicated to the performance of depot level maintenance, including DoD organic facilities and commercial contractors. DoD designates these organic organizations. The directorate of maintenance at an Army depot is a depot maintenance activity.

Depot maintenance program

A production objective to perform depot maintenance (organic, commercial, or cross-service) for an end item or component in the scope, degree, and timing given in the authorization document (project order, contract, or cross-Service agreement).

Depreciation accounting

Recognizes the cost of depreciable property, plant, or equipment as an operating expense over the period in which the assets are expected to provide benefits. Amortization recognizes the cost of intangible assets as an operating expense over the benefited period.

Designated billing office

The office or individual named in a procurement document who is first to receive invoices or bills from vendors. This is usually the FAO but contracting officers can name other individuals or offices. The date bills or invoices reach the designated billing office is used to determine the correct payment due date under the PPA.

Designated payment office

The office named in the contract which will pay the vendor. If the contract requires invoice approval before it is sent to the payment office, vendors must send the invoice to the address stated in the contract (the designated billing office).

Deviation

The difference between the accomplishment of utilization and what was to have been accomplished or utilized in terms of cost, workload, and man-hours. These may be referred to as variances.

Direct Delivery

Items shipped directly from a contractor to a customer, whether from a consolidated military services procurement or a contract solely for that customer.

Direct citation

An agreement authorizing a supporting installation to cite a requesting installation's funds on a document or contract.

Direct cost

Cost (labor, materiel, contracts, travel, and transportation) that can be identified directly with a final cost objective (that is, customer order or work authorization).

Direct expense

The cost of resources consumed that may be identified specifically with any one function.

Direct funds

Funds received from Department of Army for the purpose of financing authorized requirements. The funds will be identified by OMA Budget program on the funding document.

Direct hire

Civilian employees of the U.S. Army paid directly from appropriated funds who are subject to Congressional ceilings.

Direct job order

The code assigned to customer orders or work authorizations for compiling direct labor, direct materiel, and applied overhead cost to the job.

Direct materiel

The costs of all materials, components, and parts (both funded and unfunded), including amounts used in process cost-type operations (cleaning, plating, painting, subshops, and so forth, actually used on work or job orders, or service orders), which can be readily and practically identified with those orders. Direct materiel costs include both "expense" and "investment" type materiel.

Direct obligation authority

Funds, received by the installation by means of an allotment, immediately available for obligation at time of receipt.

Direct Program

The budget authority in an appropriation act. (See "Budget Authority".)

Director of resource management

A member of the Commander's staff responsible for technical supervision of all financial resources, budgeting, and accounting. A comptroller is responsible for required audits, review and analysis of statistical data, and control of reporting systems.

Disbursement

Payment of a legal liability of the U.S. Government that decreases the accountability of the finance and accounting office making the disbursement.

Disbursements are made to transfer funds, advance funds, liquidate valid obligations of the U.S. Government.

Disbursing officer

An individual who is held accountable for disbursing monies only on the basis of vouchers certified by an authorized certifying officer.

Discount

A vendor's offer to accept a reduced payment in exchange for receiving an earlier payment. Discount offers can be in the contract, offered only on the vendor's invoice, or both. Discounts are usually stated in percentages, such as 2%/10 days. In this example, the vendor will accept a 2 percent payment reduction in exchange for a check dated 10 days after the date on the invoice. Commercial accounts payable personnel can accept discount offers only if they are advantageous to the U.S. Government. The (OASA(FM)) sends a yearly message to all finance offices giving the current value of funds to the Treasury and examples of cost-effective discounts. Discount information is reported on the PPA report. Cost-effective discounts which cannot be taken because supporting documents allowing payment do not reach the commercial accounts payable office 4 days or more before the discount payment date are not reported as offered or lost. Although every effort should be taken to accept cost-effective discounts, an discount of \$10 or more which cannot be taken is not reported on the PPA report.

Discount (Trade)

A reduction in price, usually varying in percentage with volume of transactions, made by vendors to those engaged in certain businesses and allowable irrespective of the time when the account is paid.

Drop from inventory

A reduction in the inventory balance in a supply source's property records following an edit for availability of a requisitioned item and the generation of a materiel release order for the item.

Duplicate bill

A bill composed exclusively of detail billing records that match by document number and amount each of the detail billing records in another bill.

Duplicate reimbursement

A summary billing record reflected in a billing office's interfund report, summarizing a duplicate bill.

Earned Reimbursement

The amount recognized when a performing organization renders actual or constructive performance on a reimbursable order.

Economy Act orders

Orders placed on other governmental agencies, including orders for work or services to be performed by components of the Department of Defense, obligated in the amount stated in the order on written acceptance by the providing agency.

Eggs

This term means fresh, whole-shell eggs of domesticated chickens, turkeys, ducks, geese, or guinea hens.

Element of resource

A four position classification code representing the different type of services, goods, and other items being procured or consumed according to their nature rather than purpose.

End item

A configuration of a given project representing the final results of a manufacturing effort and designed to satisfy a particular function. In the case of a depot maintenance activity, the term identifies configurations such as helicopters, tanks, missiles, and the components included therein, such as engines, transmissions, and starter motors.

Entitlements

Legally established payments of benefits to any person or unit of government meeting eligibility requirements established by law. Authorizations for entitlements constitute a binding obligation on the part of the federal government, and eligible recipients may have legal recourse if the obligation is not fulfilled. Legislation authorizing entitlements does not necessarily include a corresponding appropriation of funds, and thus the subsequent enactment of appropriations may be necessary.

Equity

Equity of the U.S. Government is the difference between assets and liabilities. This is based on accrual accounting concepts incorporating the expended/unexpended budget authority principle. It is intended to account for unexpended and applicable expended budget authority. All budgetary characteristics of equity, however (including unfinanced budget authority to be specifically reported on the face of the statement of financial position), shall be accounted for within the accounting system.

Executory Costs

Those costs associated with ownership of an asset such as insurance, taxes, and normal maintenance. In the case of a capital lease, the portion of the lease payment that represents executory costs is not capitalized, but is expensed.

Expended allotment

Obligations liquidated by receipt of goods or services and by net cash disbursements pertaining to prior-year installation allotments, suballotments received, and open allotments.

Extensions and Footings

This term refers to the arithmetic used to compute the amount due a vendor based on the number of units, the price per unit, and the sum of the above totals.

Expenditures

A payment by check or equivalent action that constitutes a charge against the appropriation cited. The term expenditures has the same definition as outlays.

Expense

The cost of resources consumed.

Expense accounts

Accounts used to classify and accumulate expenses in accordance with the Army Management Structure for the purpose of controlling operations and analyzing operating results.

Expense credit (for returns)

An amount credited to expenses incurred by an activity. Credit is given when the activity returns materiel and receives turn-in slips or other authorized documents from the accountable supply office to which the return is made.

Expired appropriation

An appropriation that is no longer available for obligation, except for obligation adjustments, but still available for disbursements to liquidate existing obligations.

Facilities

Industrial property (other than materiel, special tooling, special test equipment, and military property) for production, maintenance, research, development, or test including real property (other than land) and rights therein, buildings, structures, improvements, and plant equipment, (including capital leases.)

Fast Pay

Disbursement to a contractor based on the contractor's certification that delivery has been made at the time an invoice is presented for payment.

Federal grants and cooperative agreements

Except as otherwise expressly authorized by law, Federal grants and cooperative agreements are Federal assistance agreement under which payments in cash or in kind are made to provide assistance for specified purposes. Grants and cooperative agreements are accounted for in a similar manner.

Federal Supply Classification

A uniform supply classification system designed to serve the commodity classification needs of supply operations. The Federal supply classification uses a 4-digit coding structure; the first two digits identify the group, the second two digits identify the classes within the group.

Financed expenses

Expenses incurred by an installation or activity, financed through the financial resources authorization, that are included in the approved operating program and budget.

Financed requirement

A requirement included within an operating program that has been recognized and subsequently funded by a higher authority.

Financial control

The control or management of a unit or function in accordance with and approved operating budget.

Financial Institution

Bank, Savings Association, or Credit Union eligible under 31 CFR 202 to serve as a U.S. Government depository.

Financial inventory accounting

The system of accounting in which all fixed property, installations, and major items of equipment as well as the bulk inventories of supplies, materiel, and equipment included under financial inventory accounting are maintained on a monetary basis.

Financial management information

All information expressed in dollar terms relative to spending, collections, assets, liabilities, equity, and related budgetary transactions and balances. Includes all related data used in the development of financial information for decision making.

Financial management plan

A plan for achieving more efficient overall financial management of the U.S. Army. It includes improvement of operational performance through assignment of responsibility for evaluating and controlling costs.

Financial management report

A periodic report apprising all command echelons of existing or potential financial problems in the O&MA appropriation.

Financial management system

The single or total system that provides management with financial information required for decision making and compliance with public law and regulatory requirements. The total system is comprised of (1) a Planning, Programming, and Bud-

getting Execution System (PPBES); (2) an Accounting System; and (3) Financial Systems Other.

Financial property accounting

The establishment and maintenance of property accounts in monetary terms; the rendition of property reports in monetary terms.

Financial reporting

An area comprising the accurate and timely distribution of all the reports required for programming and budget information, execution, and review within the U.S. Army.

Financial systems, other

All other systems, involving financial data, exclusive of those pertaining to (1) finance and accounting, and (2) program and budget functional areas, which provide financial information to management decisions.

Financing Interest

Interest charged as a cost of extending credit as distinguished from interest charged because of delinquency.

Financing inventories

The stock fund provides interim financing for costs of consumable type materiel acquired for inventories, transportation cost, and other services.

Financing payment

Payments made in advance of completion of contract requirements on a contract that contains specific financing clauses from the FAR are called financing payments. These are usually on large dollar contracts or on major contracts that will require a long period of time to complete. By providing these payments, the contractor does not have to borrow money from a financial institution and can, therefore, charge less for the total contract. Only financing payments on construction and architect-engineer contracts are subject to PPA.

Fiscal code

An alpha/numeric system of rules and regulations for recording accounting data of the U.S. Army.

Fiscal guidance

Annual guidance issued by the Secretary of Defense which provides the fiscal constraints that must be observed by the JCS, the Military Departments, and Defense Agencies, in the formulation of force structures and Future Years Defense Programs, and by the Secretary of Defense staff in reviewing proposed programs.

Fiscal station

Any installation to which a station number is assigned for use in connection with administrative

functions relative to appropriation and fund accounting and the furnishing of supplies or services to Department of the Army components.

Fiscal year

Any yearly accounting period without regard to its relationship to a calendar year. The fiscal year for the Federal Government begins on 1 October and ends on September 30. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 1990 is the year beginning October 1, 1989 and ending September 30, 1990.

Fiscal year designation

A digit indicating the fiscal year in which the appropriation is available for obligation.

Fixed accounts

Accounts available for obligation for a definite period. Such accounts close on September 30th of the 5th fiscal year after expiring unless an appropriation law fixes the period an account can remain available for expenditure pursuant to 31 U.S.C. Sections 1551 and 1557.

Fixed assets

Assets of a permanent or fixed nature; for example, buildings, equipment, and so forth.

Fixed cost

A cost that remains the same at all levels of production (for example, rent, expense).

F.O.B destination

This term means free of expense to the U.S. Army if -

- a. Delivered to a specified delivery point where the consigned Army facility is located.
- b. Delivered to the destination Army consignee's wharf, warehouse unloading platform, or receiving dock. Commercial accounts payable personnel do not reimburse contractors for shipping expenses if the contract indicates f.o.b. destination.

F.O.B. origin

Free of expense to the Army delivered under one of the following conditions:

- a. On board the indicated type of carrier conveyance at a designated point in the city, county, and State from which the shipment will be made and from which line-haul transportation (as distinguished from switching, local drayage, or other terminal service) will begin.
- b. To, and placed on the carrier's wharf or freight station.
- c. To a U.S. Postal Service facility.
- d. To any U.S. Army-designated point within the same commercial zone as the f.o.b. origin point specified in the contract. However, the U.S. Army pays freight charges from the above location to the

consignee Army destination. Commercial accounts payable personnel can pay up to the total amount of an estimated cost of shipment shown in a contract. If there is no estimated cost in the contract, commercial accounts payable personnel can pay up to 10% of the total contract value or \$100, whichever is less, for shipment costs.

Foreign Currency Fluctuations

The difference between budget rates approved for execution and actual foreign currency exchange rates in effect at time of payment that cause changes in obligations or contractual liabilities. Obligations are recorded using the budget rate, and payments are made using the current foreign currency exchange rate.

Foreign Currency Unliquidated or Liquidated Obligations

Foreign currency unliquidated obligations are derived by taking obligations at the budget rate less the disbursements at the budget rate. Foreign currency liquidated obligations is the actual disbursement at the budget rate.

Freight

Supplies, goods, and transportable property.

Fund allowances

Allowances issued to installations and activities for execution by special and general operating agencies.

Fund control

Refers to control over use and management of fund appropriations to ensure that (1) funds are used only for authorized purposes, (2) they are economically and efficiently used, (3) obligations and expenditures do not exceed the amounts authorized and available, and (4) the obligation or disbursement of funds is not reserved or otherwise withheld without congressional knowledge and approval. Each accounting system shall incorporate appropriate techniques to assist in achieving fund control objectives.

Fund Groups

The range of numeric or alpha and/or numeric account symbols assigned by the Treasury to identify groups of accounts; such as, 0000 to 3799 = General Funds.

Fund managers

Comprised of individuals throughout the command who manage financial resources to include major activity, sub-activity directors, and their representatives who are delegated fund certification responsibility.

Fund reservation

The withholding through informal administrative action of a certain amount of obligation authority or

other fund authorization based on the contemplated issuance of orders, requisitions, requests, or other planned incurring of obligations. Such action earmarks available funds for future obligation without the imposition of formal accounting control.

Funded Carryover

The incomplete portion of a job order for goods or services to be provided by an industrial fund activity. Usually, funded carryover is measured at the end of a fiscal period, that is, a fiscal year.

Funded costs

The value of goods or services received because of an obligation of funds (obligation authority) identified with the group of accounts to which resources were applied as costs.

Funded reimbursement authority

Authority received for specified non-mission activities. Dollar amounts are received quarterly but not available for obligation until a specific order is received.

Funded reimbursements

Fund authority received, within the approved operating budget, that are not immediately available for obligation. The funds are held in reserve until an order is received. Funds are earned through the operation of certain specified revenue producing activities at the installation. The amount authorized on the funding document cannot be exceeded.

Funding authorization document

The funding authorization document received from the Department of Army represents an approved financial plan. Section A established total funding programs for the fiscal year and quarterly obligation ceilings. Section B serves as a limitation or restriction, by specific OMA program of the amount of direct obligations and funded reimbursements to be incurred.

Funding ceiling

Administrative limit imposed on funding, specifying a dollar amount that may not be exceeded in meeting a particular requirement/mission without approval from the next higher funding authority.

Funding floor

Administrative limit imposed on funding, specifying a dollar amount that must be expended in meeting a particular requirement/mission. Amounts specified as floors may not be used for any other purpose without approval of the next higher funding authority.

Funding regulation

A regulation disseminating a dollar limitation specifically identified and required by statute.

Funds, imprest

A cash fund (petty cash fund) of a fixed amount established through an advance of funds, without appropriation charge, to an authorized imprest fund cashier to make immediate cash payments of relatively small amounts for authorized purchases of supplies and non-personal services.

General accounting office standards

The GAO manual for Guidance of Federal Agencies provides the frame work for the standards. The manual is composed of eight titles of which Title 2--Accounting; Title 6--Pay, Leave and Allowances; and Title 7--Fiscal Procedures, are widely recognized. Other regulatory publications provide the implementing guidelines for the standards. These comprise OMB circulars, Treasury Financial Manual and related circulars, and the DoD Accounting Manual and related directives.

General average contribution

The contributions by all parties to a sea venture--

- a. To make good the losses sustained by any one of their number from voluntary sacrifices of the ship or cargo to save the residue or the lives of those on board from impending peril, or
- b. For extraordinary expenses necessarily incurred for the common benefit and safety of all.

General fund accounts

Consists of (1) receipt accounts used to account for collections not dedicated to specific purposes, and (2) expenditure accounts used to record financial transactions arising under congressional appropriations or other authorizations to spend general revenues.

General Fund Receipt Accounts

Accounts established for receipts of the Federal Government that are not earmarked by law for a specific purpose and that are not available for obligation and expenditure.

General ledger

A record containing the accounts necessary to reflect, in summary or in detail, the financial operation and condition of an entity.

General Ledger Control and Financial Reporting

The system maintains double-entry general ledger accounts. The general ledger account structure and related subsidiary accounts follow the DoD Standard General Ledger account structure. Accounting reports are fully based on general ledger accounts. The system provides for full financial disclosure, accountability, adequate financial information, and reports to meet management needs, and for necessary external reporting to DoD, OMB and Treasury.

General operating agency

An organizational unit consisting of major commands, headquarters, or agencies funded by allocation from the U.S. Army Budget Office, or by suballocation from a special operating agency with authority to further distribute funds by means of allotment.

Government-Furnished Equipment (GFE)

Property provided to a contractor by Army. It is used in producing an end product. It is not consumed, but is returned in the same form at the end of the contract.

Government-Furnished Material (GFM)

Property provided to a contractor by the Army. It may be incorporated into an end item (a change in form) or may be consumed in the performance of a contract.

Grants

Assistance awards for which no substantial involvement is anticipated between the Department of the Army and the recipient during performance of the contemplated activity.

Guaranteed Loan

A contingent liability created when the Government insures the private lender who disbursed the funds that the lender will be repaid to the extent of the amount or percentage guaranteed in the event of default by the debtor; a DoD Component pledge to pay part or all of the loan principal and interest to a lender, or holder, of a security in the event of default by a third party borrower.

Holdback

The amount withheld from progress payments to contractors to assure compliance with contract terms. Usually the amount to be withheld is expressed as a percentage in the contract provisions.

Host

An installation or activity having management control over facilities and providing facilities and/or administrative and logistical support (including BASOPS) to other activities or units dependent upon the providing installation or activity for all or a portion of its administrative and logistical support requirement.

Imprest Fund

A fixed-cash or petty-cash fund in the form of currency or coin for cash payments specifically authorized. The fund may be a revolving type, replenished to the fixed amount as spent or used, or of a stationary nature, such as a change making fund.

Inactive Duty Training

Inactive duty training is (1) duty prescribed for members of a reserve component by the Secretary concerned; (2) special additional duties authorized for members of a reserve component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned. This term also includes duties in (1) and (2) when performed by members of the national Guard. Such duties include unit training assemblies, training or other duty the member is required to perform, with or without member's consent. This includes, but is not limited to, appropriate duty or equivalent training and additional flying training periods. This term does not include work or study for a correspondence course of a uniformed service. For pay purposes, "inactive duty training" must be performed under orders, cover a specific assignment, and have a prescribed time limit.

Indefinite Appropriations

Appropriations of a current or permanent nature in which a definite amount is not stated.

Indefinite Authority

Authority for which a specific sum is not stated, but is determined by other factors such as the receipts from a certain source or obligations incurred.

Indirect cost

Cost (labor, materiel, contracts, travel, and transportation) that cannot be identified directly with the final cost objective (that is, customer orders or work authorization).

Indirect hire

Foreign national personnel not hired or administered directly by the U.S. Army who furnish support to the U.S. Army pursuant to contracts, agreements, or other arrangements with foreign governments.

Indirect job order

The code assigned for compiling indirect cost (for example, supervisory labor, indirect materials, and utilities), or the cost of service organization such as accounting, personnel, and motor pool operations.

Indirect materiel

Low cost items of materiel that cannot be economically identified with the final cost objective. They are normally called shop supply (for example, sandpaper, screws, and rivets).

Inflation

A general increase in price levels (economist's definition); increase in cost of an item without a corresponding increase in real value received, that is, no change in quality or quantity received (consumer's definition).

Information Mission Area

Encompasses the disciplines of telecommunications, automation, visual information, records management, and publications and printing. Includes management of libraries.

Information Technology Facility (ITF)

An organizationally defined set of personnel, hardware, software, and physical facilities, operated within or on behalf of the Department of Defense, a primary function of which is the operation of information technology. An ITF includes:

(1) The personnel who operate computers or telecommunications systems; develop or maintain software; provide user liaison and training; schedule computers; prepare and control input data; control, reproduce, and distribute output data; maintain tape and disk libraries; provide security; and provide direct administrative support to personnel engaged in these activities.

(2) The owned or leased computer and telecommunications hardware, including central processing units; associated peripheral equipment such as disk drives, tape drives, printers, and consoles; data entry equipment; telecommunications equipment including control units, terminals, modems, and dedicated telephone and satellite links provided by the facility to enable data transfer and access to users. Hardware acquired and maintained by users of the facility is excluded.

(3) The software, including operating system software, utilities, sorts, language processors, access methods, data base processors, and similar multi-user software required by the facility for support of the facility and/or general use by users of the facility. All software acquired or maintained by users of the facility is excluded.

(4) The physical facilities, including computer rooms, tape and disk libraries, stockrooms and warehouse space, office space, and physical fixtures.

Initiations

An administrative reservation of funds based upon procurement directives, requests, or equivalent instruments. Initiations are not part of the official accounting requirements. Initiations pre-commit funds that must be committed before they are obligated.

Installation

- a. A group of facilities, located in the same vicinity, that support particular functions.
- b. Land and improvements permanently affixed thereto that are under the control of the Department of the Army and used by U.S. Army organizations.

Integrated Accounting

Financial accounting for supplies outside of stock and industrial funds; accounting for expense of

operations; appropriation accounting; and including a basic classification structure. This is used to identify all operations for management and budgeting purposes.

Interagency Allocations

Distributions of an Agency's budgetary resources to another agency, separately identified in the accounts to ensure that the recipient Agency is responsive to the allocating Agency. Such allocations may be nonexpenditure transfers, which establish transfer appropriation accounts, or subdivisions of a DoD Component's funds to another DoD Component to cite directly.

Interest

A service charge for the use of money and is commonly computed as an annual percentage of outstanding principal. Interest expense results from using other's funds, such as late payment of bills and capital lease obligations. Interest revenue results from others using our funds, such as delays in payment for services.

Internal control

A plan or organization intended to and coordinate methods and measures within an organization to safeguard assets, check the accuracy and reliability of accounting and related data, promote operating efficiency, and encourage adherence to managerial policies.

Internal Control Documentation

Written policies, organization charts, procedural write-ups, manuals, memoranda, flow charts, decision tables, completed questionnaires, software, and related written materials used to describe the internal control methods and measures, to communicate responsibilities and authorities for operating such methods and measures, and to serve as a reference for persons reviewing the internal controls.

Internal Controls

The manner in which financial, manpower, and property resources are to be controlled and safeguarded by the regular authorization, approval, documentation, recording, reconciling, reporting, and related accounting processes.

Internal Control Standards

The standards issued by the Comptroller General for use in establishing and maintaining systems of internal control. Those standards are applicable to all operations and administrative functions, but are not intended to limit or interfere with duly granted authority for the development of legislation, rule making, or other discretionary policy making in an Agency.

Internal Control Techniques

The application of prescribed processes and documents to efficiently and effectively accomplish an internal control objective and to help safeguard an activity from waste, loss, unauthorized use, or misappropriation.

Intra-Government agreements

A project order under 41 U.S.C. 23, an Economy Act (31 U.S.C. 1535), or a procurement order to another military department for reimbursable procurement or direct citation.

Invalid withdrawal

A withdrawal of funds in excess of the unallotted or unobligated balance, less amounts for outstanding liabilities; for example, price re-determination and quality variances.

Inventory of Federal Government

Consists of tangible personal property (goods) (1) to be consumed in normal operations, (2) to be incorporated in production of goods for later consumption in normal operations, or (3) in process or finished that will ultimately be sold. Included are goods in the hands of others, yet owned by the government. Excluded are goods (raw materials, in-process, or completed) issued for use in the construction of equipment or real property. Goods to be incorporated in equipment for use in operations or in real property are to be accounted for and controlled as construction in process. Also excluded are assets, such as equipment, that are to be accounted for as property, plant, and equipment.

Inventory Price

For non-stock fund items the inventory price is the acquisition cost. For stock fund items the inventory price is acquisition plus prescribed surcharges. (See "Acquisition Cost.")

Investment

As a budget term, investment refers to equipment financed with procurement appropriation accounts. As an accounting term, investment is an asset that meets prescribed capitalization criteria established by the Comptroller General.

Investment costs

The costs or real property and equipment acquired. They are financed by, or chargeable to, the Procurement and Military Construction appropriations.

Invoice payment

Invoice payments are defined as those that are paying for goods or services already delivered or performed. These are 30-day payments, even on contracts with financing provisions. The financing payments may be made on a different schedule but the invoice payment is 30 days.

Job order

A control number under which elements of cost (labor, materiel, contract services) are compiled for a specific purpose. The primary code used in a job order cost accounting system.

Job order cost system

An accounting system in which costs are assembled in terms of jobs or job lots of production (for example, tanks, helicopters, or weapons).

Joint reviews

A review of unliquidated obligations conducted by the finance and accounting officer and the applicable program or activity director's representative.

Journal voucher

This form is used to correct accounting records due to errors in posting, to adjust accounts, and to record transactions in the general ledger. The file of these vouchers serves as the general journal.

Labor

An element of cost, consisting of civilian and military pay.

Lapsed appropriation

An appropriation that has merged in the "M" account.

Leave and Earnings Statement

A document provided to each employee or service member showing gross pay, deductions, and net pay for a pay period and cumulative totals for the calendar year to date, along with leave balances at the end of the pay period.

Leave Record

A record showing the amounts of leave earned and used, and the balance available.

Legislation

Laws enacted by Congress which (1) authorize agencies and programs, (2) make appropriations, and (3) establish other legal provisions which govern the use of funds.

Letter Contract

An offer and acceptance that is specific and definitive enough to show the purpose and scope of the final contract to be executed. When accepted in writing by the contractor, documentary evidence exists to support the recording of an obligation.

Liability

A debt of other legal obligation that must be liquidated by payment, renewed, or refunded at some future date.

Limit

The limitation is a four digit suffix to the U.S. Treasury account number (basic symbol). The limitation is used to identify a subdivision of funds that restricts the amount or use of funds for a certain purpose or identifies sub-elements within the account for management purposes. On accounting documents, the limitation is preceded by a decimal point.

Limitations

Usually, amounts specified in law which earmark an amount that may be obligated and expended for a specific purpose or project. Such amounts are legal limitations which must be observed throughout the budget execution process. Limitations may also be established by administrative action in which case similar steps must be taken to control the use of funds in accordance with the terms and amounts specified.

Local procurement

Purchase of materiel from commercial vendors and suppliers (including fabrication by maintenance shops) under formal procurement actions that are authorized to be financed with DBOF obligational authority and that are initiated and administered at installations to which operations of the DBOF are extended.

Lease agreement

An agreement to convey the use of an asset or part of an asset (such as part of a building) from one entity, the lessor, to another, the lessee, for a specified period of time in return for rent or other compensation. Lessees have either capital or operating leases while lessors have either sales-type, direct financing, or operating leases. Capital, sales-type, and direct financing leases transfer substantially all the benefits and risks of ownership from the lessor to the lessee. All other leases should be accounted for as operating leases, that is, rental of property

Lease, bargain purchase option

A lessee's option to purchase the leased property at a bargain price that makes the exercise of the option almost certain.

Lease, estimated economic life

The estimated remaining useful life of property for the purpose for which it was intended, regardless of the term of the lease.

Lease, fair value of the lease property

The price for which the property could be sold in an arms-length transaction between unrelated parties.

Lease, interest rate implicit

The discount rate that, when applied to the minimum lease payments (less executory costs and the

unguaranteed residual value), caused the aggregate present value at the beginning of the lease term to be equal to the fair value of the leased property at the inception of the lease.

Lease, minimum lease payments

The payments that the lessee is obligated to make or can be required to make in connection with the leased property. (Contingent rentals are excluded from minimum lease payments).

Lease, non-cancelable

The lease is cancelable only on the occurrence of a remote contingency. Funds not being appropriated by Congress in future years to cover the lease is considered a remote contingency.

Lease, non-operating

The lease term is the fixed non-cancelable term of the lease plus all periods, if any, representing renewals or extensions of the lease which can reasonably be expected to be taken.

Lease, renewal or extension

The continuation of a lease agreement beyond the original lease term, including a new lease under which a lessee continues to use the same property.

Loan guarantees

Agreements by which an instrumentality of the government pledges to pay part or all of the loan principal and interest to lenders or holders of securities in the event of default by third-party borrowers. Commitments are defined as agreements to either make loan guarantees in the future or to provide the loans directly in the future. These guarantees and commitments expose the government or potential payouts (losses) up to the extent of the amounts guaranteed.

Liabilities

Amounts owed for items received, services rendered, expenses incurred, assets acquired, construction performed (regardless of whether invoices have been received), and amounts received but as yet unearned. Included are amounts owed for goods in the hands of contractors under the constructive delivery concept and amounts owed under grants, pensions, awards, and other indebtedness not involving the furnishing of goods and services.

Long-term and unfunded liabilities

Liabilities that will not be due for a comparatively long time (usually more than 1 year). However, as they come within the 1-year range, and are to be paid, such liabilities that will not become obligations until a later time, for example, accrued annual leave in the case of appropriation accounts.

Major activity

A principal functional subdivision of the Army Management Structure such as DESCOM, DCSLOG, DCSOPS, DCSPER, DCSPSU, and so forth.

Major end item

End items that are usable, as a unit, rather than component parts. Examples are an M60 tank or a UH-1H helicopter.

Management Decision Package (MDEP)

The MDEP code is a four digit code which is the controlling link between future year programs and the appropriation enacted by the U.S. Congress. This provides feedback on the consequences of decisions and effectiveness of field personnel to administer specific programs. The MDEP is a common language that provides the U.S. Army the capability to evaluate the execution of materiel, manpower, and dollars tied to wartime missions and peacetime management across appropriation lines.

Management fund accounts

Combined receipt and expenditure accounts established by law to facilitate accounting for and administration of intra-governmental operations. Working funds, which are a type of management fund, may be established in connection with each of the foregoing account types to account for advances from others.

Management information system

This term may be defined as an organized method of providing past, present, and projected information relating to internal operations and external developments. It supports the planning, control, and operating functions of an organization by furnishing necessary information to decision makers in a timely fashion.

Marketable securities

These investments normally are in marketable equity securities and marketable debt (non-equity) securities. An equity security is an instrument which represents ownership shares or the right to acquire or dispose of ownership shares or the right to acquire or dispose of ownership shares in an enterprise at a fixed or determinable price. A marketable debt (non-equity) security is an instrument representing a liability to the issuer with a known maturity date and value. In general, securities not qualifying under the definition of marketable equity securities are marketable debt (non-equity) securities.

Materiality

Refers to whether the information is significant enough to make a difference to a reasonable person relying on the information. A decision not to disclose information in the financial statements may be made because the amounts involved are too small to make a difference or to affect the reliability of the

information. In addition to magnitude, consider the nature of the item when making a materiality judgment. Report any information which is material in financial statements.

Meat and meat food products

Includes all the following:

- a. Fresh, chilled, or frozen meats.
- b. Processed meats such as luncheon meats, frankfurters, bacon, and ham.
- c. Edible fresh or frozen poultry meats.
- d. Poultry meat food products.
- e. Fresh, whole-shell eggs of domesticated chickens, turkeys, ducks, geese, or guinea hens.
- f. Perishable egg products.

Military Interdepartmental Purchase Request (MIPR)

An order issued to procure services, supplies, or equipment between commands within the U.S. Army and with other services. The MIPR (DD Form 448) may be accepted on a direct citation or reimbursable basis. It is an "Economy Act" (31 U.S.C. 1535) order subject to downward adjustment when the obligated appropriation is no longer valid for obligation.

Military and Civilian Payroll Procedures

Payroll standards require that all persons entitled to be paid are paid promptly in the proper amounts, proper accounting for leave and for the disposition of all authorized deductions from pay are maintained, and appropriated integration between the payroll and general accounting system exists. Payroll systems incorporate controls of both gross and net payroll amounts and payroll deductions to ensure smooth payroll processing action and to minimize incorrect payments. Controls ensure that only authorized deductions are made from pay, and all deductions are supported by proper documentation. Accounting entries for authorized deductions from pay are verified. Timely, accurate, and complete individual and subsidiary records are maintained for leave accounts, employee benefits, compensated personnel absences, general benefits such as bonuses and cash allowances for quarters and subsistence, allotments by type and amount, and other balances. Reconciliations of general ledger and personnel records to payroll records are performed.

Military Property

All property owned by the Department of Defense. In regard to U.S. Government-provided property, this is U.S. Government-owned personal property designed for military operations.

Military standard requisitioning and issue procedures

- a. A standard system used by prescribed DOD elements in requisitioning materiel from military suppliers (including GSA). MILSTRIP prescribes the

use of uniform codes and data entries in standard single line format (AR 725-5).

- b. A system designed to provide uniform procedures for all requisitioners and all suppliers.

Minimum Lease Payments

The payments that the lessee is obligated to make or may be required to make in connection with leased property. (Contingent rentals are excluded from the minimum lease payments.)

Mission operations

Includes expenses incurred for the direct accomplishment of Approve Operating Program of an installation or activity for other than base operations expenses.

Mixed order

An order that contains products with different payment due dates under the PPA. That is, meat and canned goods or dairy products and meat. Mixed orders will be paid on the due date of each type item. If it is paid late, interest will be paid. If an item is paid early, it will be identified on the Prompt Payment Act report as an early payment. For example, an order for meat or fish (a 7-day payment) and agricultural products (10-day payment), the meat and fish would be paid on the seventh (7th) day and the agriculture products would be paid on the 10th day. Vendors can invoice separately for products on mixed orders; if not, the paying office may duplicate the invoice to make payment on the correct due date.

Modification

An improvement or change in configuration of an end item or its component. Modifications work can be done with overhaul or the end items can be inducted for modifying.

Mortality data

Collected usage data maintained at local depot or maintenance activity level from past depot maintenance programs. Mortality data will be maintained on all repair parts consumed, including repair parts obtained through other than normal supply channels (for example, manufacturing, cannibalization, and local procurement).

Multiple-year appropriation

An appropriation account which is available for incurring new obligations for a definite period of time in excess of one fiscal year.

Multiple-Year Authority

Budget authority that is available for original obligation for a specified period of time in excess of 1 fiscal year.

National Inventory Control Point

The activity responsible for the end item or component programmed for depot maintenance.

Negotiated contract

A purchase or sales agreement made by a government agency, normally without employing formal advertising.

Nonappropriated funds

These are cash and other assets received by nonappropriated fund instrumentalities from sources other than Congressional appropriation; primarily from the sale of goods and services to Department of Defense military, their dependents and authorized civilian. These funds are used to support or provide essential morale, recreational, and certain religious and educational programs.

Non-Capitalized DSSN

An office whose assets have not yet been capitalized by DFAS.

Noncurrent Receivable

A receivable that will not be due within 12 months following the reporting period.

Nonexpenditure Transfers

A redistribution of unobligated balances of budget authority between appropriations or funds for the benefit of the gaining appropriation or fund.

Non-personal services contract

A contract under which the personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationship between the U.S. Government and its employees.

Non-consumable supplies

A program expense classified as a capital expenditure consisting of net issues of non-expendable supplies valued at \$250 or more per item and which do not lose their identity upon issue.

Non-financed

Those items of supply and equipment that are obtained and delivered to an activity without charge to local resources (Free Issue).

Non-expendable

Property which maintains its identity throughout its entire period of usefulness and must be accounted for until properly disposed of by authorized procedures.

No-year account

Available for new obligations until expended or rescinded by the U.S. Congress.

No-year appropriation

An appropriation account that is available for incurring obligations until exhausted, or the purpose for which it was designated is accomplished without a fixed restriction as to a period of time. "X" located in the fiscal year code record position indicates a no-year appropriation. Section 1555 of Title 31 provides for closing such accounts by canceling any remaining balances when (1) the President or Secretary of Defense, or designee named by the Secretary of Defense, determines the purposes for which the account was made were carried out, and (2) no disbursements have been made to the account for 2 consecutive fiscal years.

Obligated balances

Represents obligations incurred for which disbursements have not been made. This balance can be carried forward indefinitely until the obligations are liquidated. Obligations Amounts of orders placed, contracts awarded, services rendered, or other commitments made by Federal agencies during a given period that will require outlay during the same or some future period.

Obligation authority

Authorization to a division of the stock fund to obligate for procurement of materiel and services. Stock fund obligation (acquisition) authority will finance all items of consumable-type materiel on hand, on order, and in transit for storage and issue purpose at depots, major supply points, and installations where stock fund operations are established. The amount issued is based on the approved current annual budget and is subject to apportionment by OMB.

Obligation ceiling

Each activity will receive an activity detail funding authorization document which will indicate the amount of funds available to it. Total obligations as established cannot be exceeded without prior approval with one exception as explained below. Automatic reimbursement amounts can be exceeded if earned. Obligations cannot be made against either the funded or automatic reimbursement authority until order are received.

Obligational Authority

The sum of (1) budget authority provided for a given fiscal year, (2) balances of amounts brought forward from prior years that remain available for obligation, and (3) amounts authorized to be credited to a specific fund or account during that year, including transfers (See "Budget Authority.")

Obligational control

A method of providing for adherence to a financial plan by restricting the incurring of obligations to

limitations prescribed by an approved operating budget.

Obligations incurred

Total amount of obligations that have been established against an appropriation of funds.

Offsetting Collections

Collections from Government accounts or from transactions with the public. The two major categories of offsetting collections are offsetting receipts (amounts deposited to receipt accounts) and offsetting collections credited to appropriation or fund accounts.

Offsetting Receipts

Collections that are deposited into proprietary Miscellaneous Receipt Accounts of the Department of the Treasury. Applicable deposits offset the collecting Agency's budget authority and outlays.

One-year account

Available for obligation within a single fiscal year.

Open allotment

An allotment made by an operating agency at Department of the Army level, approved by the Assistant Secretary of the Army for Financial Management, when it has been specifically determined that specific allotments of funds would be impractical to administer.

Operating agency

An organizational unit of Department of Army to which funds are allocated or suballocated.

Operating budget

The component of the operating program that details the financial plans in terms of costs (funded and unfunded) and obligations in support of the operating program for the budget year. At each level the operating budget provides a financial plan to support the activities and functions for which the commander is responsible.

Operating program

This program is prepared by each Army command agency, and installation that lists the annual objectives to be obtained, relating the objectives to available resources (manpower, materiel, and money).

Oral hearing

An informal oral proceeding conducted by a hearing official with the debtor, the debtor's representative, the representative of the creditor organization, and any witnesses present.

Order received

An order received is any firm authorized agreement or accepted order to furnish equipment and supplies to others, or to perform work or services to be financed on a reimbursable basis. Before an order can be considered as firm, and this be recorded, quantities and dollar amounts of items or services to be delivered must be determined. Orders received are also recorded on the basis of estimates of reimbursable work or services when it is justifiable to do work or provide services without the use of specific orders, for example, base operations services for tenants or satellites financed by other appropriations.

Out-of-Service debtor

A former civilian employee or member of the Armed Forces who no longer receives any compensation from the Federal Government.

Outlays

The amount of checks issued or other payments made (including advances to others), net of refunds and reimbursements. Outlays are net of amounts that are adjustments to obligational authority. The terms "expenditure" and "net disbursement" are frequently used interchangeably with the term "outlay". Gross outlays are disbursements and net outlays are disbursements (net of refunds) minus reimbursements collected.

Outstanding commitment

Administrative reservations of funds (commitments) that have been posted to an activity commitment ledger that has not been reconciled with the Activity Detail Cost Report (ADCR) that the activity receives from the finance office (for example, actual expenses or obligations have not appeared on the ADCR).

Overhead

Expenses incurred in support of the overall mission that are not identifiable to a customer order, and are equitably shared by all customers of the activity (for example, supervisory and administrative salaries, equipment rental costs, road repair, lawn care and janitorial services).

Overhead Rate

The rate determined by performing organizations to allocate operating costs not directly identifiable to the work order. Includes supervisory and general and administrative expenses as well as miscellaneous materiel and supplies.

Overobligation

A condition existing when total obligations incurred exceed total available obligational authority.

Packing, Crating, and Handling (PCH) Costs

A subset of accessorial costs that are incurred for sales, or shipments, of property. (See "accessorial charges.")

Paper hearing

A review of debt documentation submitted by the debtor and the creditor organization or agency for the purpose of rendering a decision concerning a question of indebtedness.

Partial duplicate bill

A bill composed in part of DBRs that match each of the DBRs in another bill.

Participation Loan

A loan that consists of both direct and guaranteed portions.

Passthroughs (Current Year)

Revolving fund revenues received during the current fiscal year which: (1) are in addition to amounts provided for in the customer stabilized rate structure and (2) represent reimbursement for current year costs or amounts in excess of amounts budgeted, or otherwise provided for, in the President's budget on which approved customer stabilized rates for the [current] year were based.

Passthroughs (Prior Year)

Revolving fund revenues which provide for the recoupment of amounts associated with prior year efforts or sales. These amounts represent the recoupment of amounts beyond those contained in the DoD stabilized rate structure for the applicable prior fiscal year for which the efforts were performed. These amounts are generally intended to offset prior year losses and/or amounts in excess of amounts previously budgeted.

Pay Account

The part of each individual civilian and Military Service member's master pay record that contains all transaction information on payments and deductions with an audit trail to the authorizing documents. The pay account includes information such as pay grade, record of payments, all earnings separately identified by type (basic pay, bonuses, danger pay, and so forth); allowances; allotments; year-to-date gross earnings; taxable earnings, taxes withheld, and leave data (amount earned, taken, lost, forfeited, advanced, or used).

Pay and Allowances

Payment to active duty, Reserve, National Guard, and retired members and their surviving annuitants, other than travel and transportation reimbursements, and to all civilian employees and direct hire employees in foreign locations, other than travel and transportation expenses.

Payables

Payables are liabilities, amounts owed for goods and services received, and amounts received but not yet earned. Payables include amounts for the following:

- a. goods and other property purchased and received;
- b. services performed by employees, contractors, grantees, and lessors;
- c. amounts received in advance (received but as yet unearned);
- d. or, amounts owed at the end of the accounting period under programs for which no further performance of services by payees is required (such as annuities, insurance premiums, and some cash grants).

Paying Office

A disbursing office. In the case of contracts, the place named in the contract for forwarding invoices for payment.

Payment date

The date on the check. Checks should be delivered to the vendor or placed in the mail on the same day they are dated.

Payment due date

The date on which payment is to be made. If the date falls on a non-working day, payment is made on the following workday.

Performance certificate

A written statement prepared by an authorizing official that the goods or services called for in a contract have been delivered or performed satisfactorily.

Period of Availability

The period of time in which budget authority is available for original obligation.

Perishable agriculture products

All fresh fruits and vegetables of every kind and character, including frozen, packed in ice, or cherries packed in brine.

Perishable egg products

Refers only to frozen whole eggs, egg whites, and egg yolks.

Permanent Change of Station

The assignment, detail, or transfer of a member or unit to a different PDS under competent orders which neither specify the duty as temporary, nor provide for further assignment to a new PDS, or direct return to the old PDS. For the purpose of dislocation allowance, it includes relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities. It

includes a change in the homeport of a vessel or mobile unit. It also includes the change from home or from the place from which called (or ordered) to active duty to the first PDS upon: (1) appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a reserve component; (2) call to active duty for 20 weeks or more or call to active duty for training for 20 weeks or more; (3) being recalled to active duty from the Fleet Re-serve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); (4) enlistment or induction into the Service (regular or during emergency). It further includes the change from the last PDS to home upon (1) discharge, resignation, or separation from the Service under honorable conditions; (2) release from active duty to which called for 20 weeks or more or from active duty for training to which called for 20 weeks or more; (3) transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve; (4) retirement; (5) temporary disability retirement.

Personal services contract

A contract that, by its express terms or as administered, makes the contractor personnel appear to be, in effect, Government employees.

Planning, Programming, Budgeting, System (PPBS)

An integrated system for the establishment, maintenance, and revision of the FYDP and DoD budget. Through this system, an attempt is made to combine policy formulation with budgetary allocation and to provide a mechanism for analysis. The Planning, Programming, and Budgeting System (PPBS) is a cyclic process containing three distinct, but interrelated phases: planning, programming, and budgeting. In addition to establishing the framework and process for decision making on future programs, the process permits prior decisions to be examined and analyzed from the viewpoint of the current environment (threat, political, economic, technological and resources) and for the time period being addressed. The ultimate objective of PPBS is to provide operational commanders the best mix of forces, equipment, and support attainable within fiscal constraints.

Port Loading and Unloading Costs

A subset of accessorial costs. The costs incurred for loading, unloading, and handling at the ports of embarkation and debarkation.

Posting

Transcribing information from a voucher or other document to the appropriate ledger account.

Pre-positioning Costs

The accessorial costs incurred to store items at locations outside the United States in anticipation of support to other authorized customers.

Predetermined Rate

The rate established by appropriate authority for use in computing recoverable amounts.

Preshop analysis

An analysis made to determine the maintenance that will be required on an end item to return it to a specified condition.

President's budget

The documentation sent to U.S. Congress by the President in January/February of each year in accordance with the Budget and Accounting Act of 1921, as amended, estimating U.S. Government receipts and outlays for the ensuing fiscal year and recommending appropriations in detail.

Pricing

DoD regulations require that all stock fund issues be billed to requesting activities at standard price, except for combat serviceable materiel which is issued at less than standard. The stock fund may obtain some materiel on a free basis, but does not dispense it as free issue. Each item will have a single standard price. This predetermined value is established for each item of stock fund financed inventory and is used for all financial inventory accounting purposes. Transactions for billings and collections for sales as well as for determining the amount of credit to be allowed customers for materiel return, will use the standard price. If no future procurement is planned this standard price will not change. Items with a national stock number (NSN) are centrally managed and the standard price is published in the AMDF. A NSN locally procured will carry the AMDF price. Non-NSN prices will be established by the local manager in accordance with Chapter 37. Items excess or non-excess may be subject to a reduction in standard price at the time of sale or issue. The standard price of each stock fund item will be updated annually. This price will show the latest known procurement cost plus authorized surcharge.

Private Parties

Consists of non-U.S. Government activities; foreign governments, firms, and organizations; and international organizations, other than FMS customers and FMS/IMET recipients.

Process cost system

An accounting system whereby costs are assembled in terms of processes or manufacturing steps and are used for operations which produce large volumes of standardized units on a continuous basis (for example, cement or gunpowder).

Program

An organized set of activities directed toward a common purpose, objective, or goal undertaken or proposed by an agency to carry out responsibilities assigned to it.

Program development increment package

PDIPs evolve during Planning/Programming/Budgeting System (PPBS) cycle and are the building blocks for the POM. In the budgeting phase, PDIPs represent the program content of the U.S. Army budget submission.

Program objective memorandum

A memorandum in prescribed format submitted to the Secretary of Defense by the Secretary of Military Department or the Director of a Defense Agency which recommends the total resource requirements within the parameters of the published Secretary of Defense Fiscal Guidance.

Program year

The first fiscal year after the budget year, or the second fiscal year after the current fiscal year. During fiscal year 1994, the budget year would be fiscal year 1995 and the program year would be fiscal year 1996.

Programmed funds

Installation (specific) allotments received by the installation, regardless of fiscal year, to finance operating programs or procurement. (Programmed funds are allotted on the basis of the installation budget).

Programmed item

Any principal item, secondary item, component, or repair part being programmed or subject to being programmed as a line item for depot maintenance.

Progress payments

These are payments to a contractor, under a fixed price contract, for a specific percentage of his actual costs for work in progress. The idea is to keep the contractor reasonably solvent until he finally delivers the finished item. Most large dollar goods and services require payment in this way,

Project orders

A customer order in which work is specifically defined. Project orders are normally for a quantity of hard goods produced, can remain open until the work is done, and must conform to the specified requirements.

Proper Invoice

A bill or written request for payment provided by a business concern for property or services rendered. It must include all of the information required by the

terms of the procurement document, be accompanied by such substantiating documentation as required by regulation or the contract, and be received in the designated paying office. Supplemental billings shall include all information required for original billings. A proper invoice must include the following:

(1) Name and address of the business concern and the invoice date.

(2) Contract number or other authorization for delivery of property and/or services (including order number and contract line item number).

(3) Description, price, and quantity of property and services actually delivered or rendered.

(4) Shipping and payment terms.

(5) Other substantiating documentation or information as required by the contract.

(6) Name (where practicable) title, telephone number, and complete mailing address of the responsible official to whom payment is to be sent.

(7) Name (where practicable) title, telephone number, and mailing address of person to be notified in event of a defective invoice.

Property accounting

The establishment and maintenance of property accounts, in terms of monetary value and/or quantity, including rendition of property reports.

Property and Inventory Accounting

The value of property, plant, equipment, and materiel, including government-furnished materiel and property used by contractors, is recorded in the accounting system. The system maintains financial control over the acquisition, use, and disposition of all assets--procurement, receipt, issue, depreciation, amortization, depletion, in-transit, and any other status. Subsidiary records reconcile to control accounts. There is a direct audit trail from the acquisition of property through general ledger accounts to the official responsible for the property and the property itself.

Property Book

A documentary record of every item on a "Table of Organization and Equipment List", or other type of allowance list, showing that a unit is prepared to accomplish its assigned mission. The property book lists both capitalized and expensed assets, shows quantities on hand, items due in, open requisitions, unit prices, hand receipts, and so forth.

Proprietary accounting

The accounting functions and operations necessary to report on financial conditions and financial results of operations as distinguished from budgetary accounting. This includes accounting for inventory, accounts receivable, accounts payable, accrued expenditures, and so forth.

Purchase order

A document which the contracting officer issues to a vendor for supplies, equipment, or services which total \$25,000 or less. It becomes a contract when the vendor accepts it.

Purchase request

A document which is the first step in the procurement process. It can be reviewed by all interested installation officials before a purchase is made. The FAO/DAO can show approval, appropriation correctness, and fund availability by certifying the purchase request.

Quantity per 100

The average quantity, in a whole number, of a given repair part needed to do a specified degree or type of depot maintenance of 100 units of an end item or component.

Ratification

The act of approving an unauthorized purchase made by an individual who did not have the authority to make the commitment. The contracting officer may ratify an unauthorized commitment provided--

- a. The U.S. Army has benefited from it.
- b. The contracting officer could have entered into the commitment at the time it was made.
- c. The resulting contract would have been proper if it had been made by an authorized contracting officer.

Real Property

Fixed assets that are comprised of land and the rights to land; buildings to include, capitalized additions, alterations, improvements, and rehabilitations; and other structures and facilities. Real property does not include personal property (weapons systems and other military equipment).

Reapportionment

A revision of a previous apportionment of budgetary resources for an appropriation or fund account. A revision would ordinarily cover the same period, project, or activity covered in the original apportionment.

Reappropriations

Congressional action to continue the obligational availability, whether for the same or different purposes of all or part of the unobligated portion of budget authority that has expired or would otherwise expire. Reappropriations are counted as budget authority in the year for which the availability is extended.

Receiving and acceptance report

A document or systems transmission which lists the goods and quantities a vendor has provided. A receiving and acceptance report is to reach the

paying finance office by COB on the day that is one-half the payment period. Most logistics regulations direct supply personnel to complete and deliver receiving and acceptance information to the FAO/DAO by the 5th workday after delivery of goods or completion of services.

Reconciliation

The practice of bringing two or more separate and independent sets of related figures, amounts, or statements into agreement. The term may also be used to refer to a statement of the details of the difference between any two or more accounts.

Record retention period

The period during which billing offices must retain billing records and respond to requests for billing adjustment or (for bills not sent through the OMA) duplicate billing.

Recoveries (formerly deobligations)

A downward adjustment of previously recorded obligations. This may be attributable to the cancellation of a project or contract, price revisions or corrections of estimates previously recorded as obligations.

Refunds

Returns of advances or recoveries of erroneous disbursements from appropriation or fund accounts that are directly related to, and reductions of, previously recorded payments from the accounts.

Refunds and/or Transfers (Current Year)

Industrial fund amounts transferred on a nonexpenditure basis which represent the transfer of revenue collected through stabilized rates which: (1) is in excess of (2) otherwise exceeds the purpose for which initially intended in the current year. These transfers are generally made to appropriated funds and provided for in a general provision contained in the applicable annual appropriation act.

Refunds and/or Transfers (Prior Year)

Industrial fund amounts transferred on a nonexpenditure basis which represent the transfer of amounts associated with prior year efforts or sales. These amounts usually represent the transfer of revenue collected through stabilized rates which: (1) were in excess of [then] current year costs or (2) otherwise exceeded the purpose for which initially intended. These transfers are generally made to appropriated funds and provided for in a general provision contained in the applicable annual appropriation act.

Refunds Receivable

An overpayment, such as contract overpayments, delinquent travel advances, advances to defaulted contractors, advances that were not earned by the

contractor, or overpayments to other Government agencies.

Reimbursements

Amounts received from the public or other government accounts which represent payments for goods or services furnished and are creditable to the appropriation originally charged for those goods and services.

Reimbursable Issue

All issues and transfers of materiel will be made and accounted for as a reimbursable issue - sale. Capitalization, consignment and other such transfers of logistic responsibility are not accounted for or reported as a sale. Sales will be at standard price, prices reduced from standard, or replacement price based on various conditions. Commanders are responsible for ensuring adequate funds are obligated or reserved to reimburse stock fund for all items procured for a final user which is not needed for stocking purposes by the stock fund. When such items become available for issue but the user no longer desires receipt, the user ordering activity must reimburse the stock fund for all items not resold to another customer.

Reimbursable order

An agreement to provide goods or services to certain activities, tenant activities, or individuals when the support is initially provided using mission funds and reimbursed to the installation through a billing procedure.

Reimbursable orders versus direct cite funds

With reimbursable orders, the seller uses its funds to pay for the ordered goods or services, and then self reimburses or sends the buyer a bill. With a direct fund citation, the organization acquiring the goods or services cites the buying organizations funds on the obligation document; bill are then sent directly to the buyer for payment (or are paid locally using the funds of the buying activity-TFO).

Reimbursement Source Code

This is a three-digit number that identifies the customer, whether an appropriation or organization, from whom the reimbursement to the appropriation will be received.

Reliability code

A code which denotes the reliability of submitted consumption data or explains deviation from expected normal usage.

Relevance

The capacity of information to make a difference in a decision by helping users to form predictions about

the outcomes of past, present, and future events or to confirm or correct prior expectations.

Reliability

The quality of information that assures that information is reasonably free from error and bias and faithfully represents what it purports to represent.

Repair part

Includes parts, components, subassemblies, and assemblies needed for the repair and replacement prescribed under a depot level maintenance program.

Replacement Cost

Obligations to be incurred at a future time to procure equipment or materiel in place of items which have been sold or transferred. There are two methods used to determine replacement cost: (1) Replacement cost may be determined by applying the OSD prescribed inflation factor to the most recent contract price of the item to be replaced. The inflation factor is applied to each fiscal year between the year the item sold or transferred was acquired and the fiscal year in which the replacement item will be delivered. (2) Replacement cost may also be determined by obtaining a current contractor quote for the replacement item. Normally the second method is the most accurate method.

Reprogramming

Realignment of budget authority from the purpose for which appropriated to finance another (usually emergent, unfunded) requirement.

Request for billing status

A DIC FAE or FAF record citing BAC 34.

Request for detail billing adjustment

A DIC FAR or FAF record citing a BAC other than 34 or 41.

Request for duplicate billing

A DIC FA or FAF record citing BAC 41.

Request for summary billing adjustment

A DIC FAJ or FAK record.

Requested bills

Adjustment or duplicate bills.

Reschedule - (Restructure, refinance, forbear, reamortize, or defer)

To establish new terms or conditions in order to facilitate the repayment of debt. For example, stretching out or extending into the future such payments.

Rescission

Congressional action (by both Houses of Congress) on a bill that withdraws budget authority which is otherwise available for agency use.

Reserves

Portions of budgetary resources set aside by OMB to (1) provide for contingencies, or (2) effect savings made possible by or through changes in requirements or greater efficiency of operations.

Restoration

An unobligated amount previously withdrawn by administrative action to the merged surplus balances that is again made available to fund within scope increases to original obligations or to fund other Congressionally approved programs pursuant to law.

Revenues

represent the increase in assets (or decrease in liabilities) that result from operations. Revenues result from (1) services performed by the federal government, (2) goods and other tangible property delivered to purchases, and (3) amounts becoming owed to the federal government for which no current performance by the federal government is required. Revolving fund A working capital fund used to finance operations from the time that specific work is begun to the time that payment is received from the customer.

Revolving fund accounts

Combined receipt and expenditure accounts established by law to finance a continuing cycle of operations, with receipts derived from such operations usually available in their entirety for use by the fund without further action by the U.S. Congress (Consolidated working funds under 31 U.S.C. 1536 are not revolving funds.)

Salary offset

The collection of a debt due the U.S. Government by lump-sum or periodic deductions from the pay account of an employee.

Satellite

A unit or activity of a command located outside the assigned real property boundaries of a host but which is dependent upon a designated installation for specified support either as assigned by higher authority or through a mutually developed written support agreement. (Off-post is synonymous with satellite.)

Service contract

A contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A service contract may be either a non-

personal or personal contract. Some types of service contracts are--

- a. Maintenance, repair, servicing, and so forth, of supplies, systems, or equipment.
- b. Routine recurring maintenance of real property.
- c. Housekeeping services.
- d. Consulting services.
- e. Engineering and technical services.

Service member

For debt collection under 37 U.S.C. 1007(c), a service member is an individual on active duty or retired from active duty in a military service, an individual on active duty or retired from a Reserve Component of the United States, or an individual on active duty or retired from the Army National Guard.

Service order

A customer order issued for work that does not define quantities and scheduled completion date. It is also called Economy Act orders. It automatically expires with the cited appropriation.

Shipment

Freight transported or to be transported.

Source document

This term includes all contracts, vouchers, forms, and records of a documentary nature that are necessary to evidence the original transactions of receipt, issue, adjustment, transfer, and other similar transactions.

Special Defense Acquisition Fund (SDAF)

A fund established to provide the Foreign Military Assistance and Sales Programs the inventory determined necessary to meet anticipated future sales requirements for those military items being phased out of DoD inventory.

Special fund accounts

Consists of separate receipt and expenditure accounts established to account for receipts of the government that are ear-marked by law for specific purpose but are not generated by a cycle of operations for which there is continuing authority to re-use such receipts.

Specific allowance

An allowance issued to a specified installation or major activity that designates a specific fund or other accounting classification and limits the amount that may be obligated. Operating agencies use this allowance to fund activities.

Specific due date

If the contract has a payment date specified, that date is the specific due date. The specific due date in a contract must be followed; only when there is no

specific due date do the rules of the PPA come into being in determining when the payment check must be issued. Terms on the invoice such as net, pay on receipt, or pay promptly are not specific due dates.

Stale Dated Check

A Treasury check that is more than one year old from date of issue.

Standard cost

The costs that should be incurred under normal conditions in producing a given product or part, or in performing a service are standard costs. They are established by means of previous engineering and accounting studies. Once established, they are periodically adjusted based on actual costs incurred.

Standard Price

A predetermined dollar figure, on a unit basis, that reflects all acquisition costs other than those financed by the research, development, test and evaluation appropriations to include first destination transportation. The standard price is reviewed and adjusted to reflect changes in programmed acquisition.

Subsidiary Ledger

Supporting details of related accounts that are equal or reconcilable to the control account appearing in the general ledger.

Summarizing

The process of bringing together in the form of report(s) all of the financial transactions that have been recorded and classified during a given period.

Supply Management, Army

DBOF business area responsible for providing goods on a reimbursable basis (formerly the Army Stock Fund).

Supporting documents

The documents which authorize commercial accounts payable personnel to legally disburse funds. The minimum documentation necessary is procurement or other authorizing document, receiving and acceptance report, and an invoice.

Support system

An instrument used to aid, assist, or complement a weapon system or tactical element under combat conditions; (for example, helicopter UH-1H, FT tractor, M151 truck, LCU-501 and 1466 landing craft). (It includes basic type, model, series, and associated components and accessories.)

Surcharge

A percentage included in the formula prescribed for computing the standard price for an item of materiel

to cover foreseeable net losses, and other expense relating to such items as are authorized.

Surety

The organization or individual who agrees to complete contract requirements after the original contractor has defaulted.

Suspense Accounts

See Deposit Funds.

Suspended bill

An erroneous or inapplicable DBR temporarily recorded by the recipient fiscal station, DFAS-IN, and the U.S. Treasury Department as a charge or credit to the interfund suspense account.

System Controls

The system controls are fully effective in ensuring accuracy, reliability and/or preventing waste, loss, unauthorized use, or misappropriation which may occur anywhere in the chain of events from transaction authorization and approval to issuance of reports. Controls are present to prevent, detect, and correct errors and irregularities that may occur throughout the system. Separation of duties and responsibilities is maintained for initiating, authorizing, processing, recording, and reviewing transactions. System security and integrity is maintained for authorized processing to include procedures and controls which protect hardware, software, and documentation from physical damage by accident, fire, flood, environmental hazards, and unauthorized access. Also, the system has controls to prevent unauthorized use of confidential information.

System Design Manager

The organization responsible for the functional design, development, implementation, and maintenance of an ADP system supporting a business process or functional area.

System Documentation

The overall operating accounting system, including both manual and automated aspects, is fully documented. System documentation adequately describes the system design and procedures. The documentation covers the system's actual operations including how the functional users and operators interact with and use the system, and the computer program narratives and listings. Documentation is complete, current, and maintainable. In addition, it is of sufficient scope and depth to provide management, users, system operation and maintenance personnel, auditors and other evaluators an understanding of the design and operation of each component in the system and its integration with and relation to all other components. The documentation describes the system's functional

requirements, data requirements, acceptance test plan, and test results. Operational accounting system documentation is appropriately safeguarded and periodically updated, as applicable, to reflect actual operations.

System Operations

Adequate organization and planning exist regarding system operations to assure that financial management and accounting objectives are met in an economical and efficient manner. Financial systems contain all data required to achieve the purposes for which they were created; but, also are as simple as possible consistent with users' needs. The existing and planned hardware is adequate to process efficiently current and projected future transaction volumes. There is compatibility of existing and planned hardware to interface effectively with other systems. There are detailed system operating and maintenance procedures. Also, there are periodic system reviews to assure that the system is functioning as intended, required procedures are being followed, any operating problems are promptly identified and corrected, and enhancements are incorporated, as appropriate.

Temporary Duty (TDY)

Duty at one or more locations, other than the permanent duty station (PDS), at which a member performs TDY under orders which provide for further assignment, or pending further assignment, to a new PDS or for return to the old PDS upon completion of the TDY. It also includes that period spent at a location while processing for separation from the Service, release from active duty, placement on the temporary disability retired list, or retirement, when the last PDS is different from the location where processing is accomplished.

Tenant

A unit or activity of one commander which occupies facilities on and receives specified types of supply and other support from an installation of another commander. (On-post is synonymous with tenant.)

Timeliness

Refers to the prompt reporting of financial information to its users when it will be of maximum benefit. Financial data should be recorded as soon as practicable after the occurrence of a transaction.

Transactions by others

Term used by an installation describing disbursements or collections processed by another installation. The fiscal station number of the funded installation is cited.

Transactions for others

Term used by an installation indicating collections or disbursements of funds processed for another

installation. The specific allotment accounting classification of the funded installation is cited.

Transfer between appropriation accounts

A transaction which, pursuant to law, withdraws budget authority or balances from one appropriation account for credit to another appropriation account. The use of such transferred authority is charged to the appropriation credited with the transfer.

Transfer of Funds

When specifically authorized by law, all or part of the budget authority or prior year unobligated balances in one account may be transferred to another account.

Transit Routing Number

A nine-digit number (with digits and a check number) that identifies a specific financial institution. Also referred to as the ABA transit/routing number or the ABA number.

Transmittal letter

A form that accompanies all program director controlled source documents to the finance office. An original and one copy of the form is sent with the obligation document to the finance office and the finance office signs for the receipt of the document and returns a copy of the transmittal letter to the activity. This system will show proof that the finance office has received the source document on a certain date.

Transportation Costs

The costs incurred for shipment of materiel.

Treasury Financial Communications System (TFCS)

The computer-to-computer link between the U.S. Treasury and the Federal Reserve Bank of New York.

Trust fund accounts

Accounts established to account for receipts that are held in trust for use in carrying out specific purposes and programs per an agreement or statute. The assets of trust funds are frequently held over a period of time and may involve such transactions as investments in revenue-producing assets and the collection of revenue therefrom. Generally, trust fund accounts consist of separate receipt and expenditure accounts, but when the trust corpus is dedicated to a business like operation, the fund entity is called a trust-revolving fund, and a combined receipt and expenditure account is used.

Trust Revolving Fund

The name given to a fund entity when a trust fund corpus is established to perform a continuing cycle of business-type operations in accordance with the trust agreement or statute, in which case a combined receipt and expenditure account is used.

Type Address Code

Code used by logistics to identify (1) the address for mail, parcel post, and small package shipments; (2) the address to receive freight shipments if different from address (1); and (3) the address for billing purposes.

Undelivered orders

The value of goods and services ordered and obligated that have not been received. The amount includes any orders for which advance payment has been made but delivery or performance has not yet occurred.

Unexpended appropriations

Appropriations which are either (1) unobligated and available for future periods, or (2) obligated but not yet expended (for example, undelivered orders). For purposes of closed accounts, excluding the merged account, it's an account's undisbursed balance (that is, the sum of an account's direct undistributed funds, direct unobligated balance, and direct and reimbursable unliquidated obligations) when the account closed as adjusted by subsequent approved payments from unexpired accounts and reappropriations of canceled balances.

Unexpired appropriations

An appropriation account which is available for obligation during the current fiscal year.

Unfilled customer orders.

The amount of orders accepted from other accounts within the federal government for goods and services to be furnished on a reimbursable basis. In the case of transactions with the public, amounts advanced or collected for which the account or fund has not yet performed the service or incurred its own obligations for that purpose.

Unfinanced expenses

Expenses incurred by an installation or activity for materiel items used in performing a given function, financed with resources other than those provided by the Annual Operating Budget. Unfinanced expenses are not included in the installation's approved program. For purposes of measuring performance, those expenses are normally considered in the consumption of work or services performed, but are not reflected or applied against the available finance expenses authorization.

Unfinanced requirement

Items or activities (requirements) considered necessary by the installation but which go unfunded and therefore in the eyes of the installation remain as "unfinanced requirements".

Unfunded costs

The value of goods or services received without charge to the obligational authority identified with the group of accounts to which resources were applied as costs.

Unliquidated obligations

Unpaid bills for which the U.S. Government has recognized and recorded an eventual liability. (See obligations.)

Unobligated allotments

Unobligated balance of an installation's allotments.

Unobligated balance

That portion of available funds which has not been obligated.

Unrecorded obligation

Obligations incurred during period of fund availability but not posted to the accounting records prior to the account expiring. For purposes of closed accounts, unrecorded obligations are included in obligation adjustments.

User

An individual, organization, or accounting entity that receives services. A user may be internal or external to the DoD Component.

User Information Needs

User information needs and requirements as to quality, accuracy, timeliness, reliability, responsiveness of the system are adequate in response to program, financial managers, and other users. The system satisfies users as to their reporting requirements particularly as it relates to month end reports. The system also satisfies user needs to facilitate their management decision making process.

Variable costs

A cost that varies with production volume (for example, cost of materiel).

Variance

Any difference between actual costs and standard costs is either a favorable variance (actual cost is above standard) or an unfavorable variance (actual cost is below standard). The term "variance" is also used to identify the difference between estimated and actual costs.

Vendor's invoice

A bill or written request for payment from a business concern for goods or services provided to the U.S. Army. A proper invoice must have the name of the business concern; the invoice date; the contract number; the description, price, and quantity of the goods or services actually delivered or rendered; the

shipping and payment terms; and the complete mailing address of the firm to whom payment is to be sent. Written notice of an invoice error, defect, or impropriety must be given to a vendor within 15 days after it is received if the procurement document was issued on or before 31 March 1989, or 7 days on procurement documents issued on or after 1 April 1989 (3 days for meat and meat food products and 5 days for perishable agriculture products).

Warehousing

Costs normally incurred for labor, materiel, or services in packing item(s) that are removed from DoD storage, preparing item(s) for shipment, and processing related materiel release documents.

Warrants

Official documents which are issued to agencies pursuant to law to authorize monies to be withdrawn from the U.S. Treasury. Warrants are issued by the Secretary of the Treasury, and countersigned by the Comptroller General, pursuant to Congressional enactment of legislation (usually appropriation acts) providing budget authority for authorized programs or purposes.

Weapon system

An instrument of combat, either offensive or defensive, used to destroy, injure, defeat, or threaten the enemy. It consists of a total entity of an instrument of combat.

Withdrawal

The transfer of the unobligated balance from an expired annual or multiple-year appropriation to the surplus account of the U.S. Treasury's general fund, or, if appropriate, to the special fund or trust fund from which derived.

Work-in-process

The cost of resources used for uncompleted end items. Applies only to project orders.

Working capital fund

A fund established to finance and hold inventory or operate industrial type facilities. Inventory or services are sold to customers with proceeds deposited back into the fund becoming available to finance more inventory or services.

Writeoff

As a budgetary term, writeoff means the withdrawal from availability for obligation of an unobligated balance from a no-year appropriation. It excludes amounts withdrawn from expired accounts and amounts rescinded by the Congress. As an accounting term, writeoff refers to the removal of a delinquent accounts receivable that is considered not collectible or not cost effective to pursue further

collection efforts. A writeoff is not a correction to the accounting records resulting from an accounting error.

Year-end Adjustments for Reimbursements

Accounting entries made to eliminate anticipated reimbursements for orders not accepted, eliminate those unobligated accepted orders that are no longer valid obligations of the ordering activity, and transfer valid unobligated reimbursable balances from expiring and non-expiring accounts to the most current ensuing fiscal year accounts. The exception is for unobligated balances resulting from earned reimbursements (that is, sales from inventory or performance of in-house services), which must be retained in nonexpiring accounts until account expiration.